



## Job Application Pack



### IT Technician

Academy:	Various
Salary:	£17,689-£24,717 full time salary
Contract Details:	37 hours per week, 41.4 working weeks
Closing Date:	Friday 22 <sup>nd</sup> September 17
Start Date:	ASAP



## Aspire Academy Trust

Aspire Academy Trust is a Multi Academy Trust, comprising of a group of primary Academies. We have joined together in a unique and exciting partnership that raises aspiration and achievement through ensuring better provision, richer resources, and higher standards for all our pupils. The trust is fully committed and focused on continuous school improvement and outstanding leadership.

Aspire is a successful, compassionate, effective, and focused educational charity that attains to the highest standards of professionalism. It guides, challenges, and supports 21 diverse academies. It puts children first, looking to provide them with a truly outstanding, world-class education. Its drive towards achieving these goals is provided by some of the finest and most skilled Primary practitioners and leaders in the county and country.

## Health & Wellbeing

Aspire Academy Trust is committed to being a mindful organisation that actively values the Health and Wellbeing of everyone in it. This is an inviolable truth that must inform everything we do, and every policy we have. We are striving to make it so.

Every individual has a right to:

- Mental, emotional, social and physical wellbeing.
- Experience personal achievement.

Aspire is dedicated to ensuring these rights are delivered. Aspire recognises that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies. Health and Wellbeing strategies are opportunities to advance the Aspire workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce. Health and Wellbeing is core to a first class academy workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Aspire Academy Trust that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training



*Our Trust is committed to providing employee benefits that motivate and reward our employees.*

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- You will join our Aspire staff incentive scheme
- Family friendly policies
- Continued professional development
- Bike to Work scheme
- Childcare Voucher scheme
- Eye care scheme

## Application Details

Thank you for your interest in this vacancy with Aspire Academy Trust. Further details of the post are included in this pack.

## How to Apply

Application forms can be accessed through [www.aspireacademytrust.org](http://www.aspireacademytrust.org) or if you would like a paper copy please phone 01726 438402.

Completed application forms can be emailed to [jobs@aspireacademytrust.org](mailto:jobs@aspireacademytrust.org) or returned via post to:

- Unit 11  
St Austell Business Park  
Carclaze  
St Austell  
PL25 4FD

Please note that we do not accept CVs.

## Interview

The interview date for the role is the week beginning 25<sup>th</sup> September 2017. If you have not heard from us within 2 weeks of the closing date, please assume that, on this occasion, your application has not been successful.

## References

References will be requested if your application and interview are successful. All offers are subject to satisfactory references.

## Safeguarding

Aspire Academy Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

## JOB DESCRIPTION

Job Title:	IT Technician
Responsible to:	IT & Communications Manager
Important Functional Relationships:	Teachers, Pupils, Support staff, and other Aspire colleagues.

### Main Purpose of job:

To provide a high level of IT support to academies within the Aspire Academy Trust, and assist the IT Manager in driving forward IT systems to be highly reliable, innovative and effective.

### Duties and Responsibilities

- To oversee IT networks within the Aspire Academy Trust, ensuring that all information and communication systems function efficiently including:
  - Managing and maintaining an efficient back up regime
  - Setting up users, groups, policies and new devices
  - Ensuring appropriate levels of access are maintained
  - Trouble shooting;
  - Installation of new software and upgrades
  - Researching and organising developments to academy and Trust IT systems
- To provide technical support and advice to staff and pupils on any identified IT problems/ issues.
- To communicate effectively with academy leaders and staff across the Trust and to be proactive in identifying issues, training requirements and strategies for future IT development.
- To assist with the continual review of the Trust's effective use of IT, including user needs, hardware, software, and all IT equipment and methodologies
- To understand the importance of pupil data to the academy and to the Trust, and to support the use of the MIS system and Trust data analysis tools.
- To remain fully aware of the Trust's information requirements from the DfE and LA and other relevant bodies.
- To liaise with outside agencies with regard to the range and availability of IT equipment, resources and development of the academy's network. To research IT agencies and suppliers to ensure value for money in purchasing resources at all times.
- To oversee the ordering of new and replacement IT equipment and resources in accordance with the academy's agreed IT budget, ensuring adequate stocks of IT resources are always available.
- To be responsible for the process of updating all IT and network systems.
- Through liaison with the IT Manager and relevant academy leaders, to facilitate IT projects and development plans and to then deliver accordingly.
- To be responsible for the security of all new, current and disposed of IT equipment, to include storage and general security, booking in and out and also the maintenance of asset recording and documentation, within the relevant academies.
- To monitor the use and record keeping of IT software including copyright material and all programme and hardware licences.

- To champion the use of the Trust's communication systems, provide support and ensure that staff are making the most of its functionality
- To promote the safe and careful use of the Trust's IT resources so as to minimise the risk of damage to equipment.
- To log IT support incidents on the Trust helpdesk system, and ensure that all parties involved are kept informed of their status.
- To provide a diagnostic and repair service and to liaise with outside agencies where necessary to co-ordinate maintenance and repairs of IT equipment.
- To provide assistance to staff and pupils in using the Trust's IT facilities, including training and provision of training materials, to ensure the effective and safe use of such, and the general development of IT skills.
- To conduct an analysis of IT training needs and devise training plans for teachers, teaching support staff and admin. To arrange for the appropriate IT training to take place either in-house or through the recognised training providers.
- To monitor and regulate the use of the internet within the Trust, ensuring the necessary filters are in place to prevent internet abuse.
- To ensure that adequate virus protection is maintained on all Trust hardware and is kept up to date, and that OS updates are installed when appropriate.

#### General:

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
- To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the post as required.

## PERSON SPECIFICATION

Job Title: IT Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	A minimum of 2 years practical experience in advising and working on IT systems	Experience of working within an education environment and familiarity with school/academy IT systems Experience of SIMS.	Application form/ interview
<u>Education &amp; Training</u>	Attainment in NVQ Level 2 in IT or related subject	Attainment in NVQ Level 3 in IT or related subject  Degree in relevant area.	Application form
<u>Special Knowledge &amp; Skills</u>	Demonstrates competent IT technical knowledge in a range of applications, software and hardware systems  Utilise standard keyboard/IT skills. Competent skills in communicating effectively, orally and in writing.  Ability to organise own administrative duties.  Use time management skills, requirement to change subject focus frequently and without prior notice.	IT training skills	Application form/ interview
<u>Any Additional Factors</u>	Approachable. Listening skills and a manner that encourages a climate for working relationships.  Patience, tolerance and sensitivity.  Awareness of need for professionalism at all times, in behaviour, maintaining confidentiality, appropriate dress, punctuality and reliability.  Be flexible as workload can be unpredictable.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview

### Special Conditions related to the post

On occasion you may be asked to work outside of your standard hours as required, for example on whole Trust IT system updates.

*The successful candidate will be subject to a satisfactory probationary period.*

*Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

*This job description and person specification was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust*

Prepared by: Aspire Academy Trust

Date: June 2017