

## HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

[www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)

Email: [recruitment@highsted.kent.sch.uk](mailto:recruitment@highsted.kent.sch.uk)

### IT Assistant

35 hours per week, term time only plus two weeks  
(08:00-16:00)

Highsted Academy Trust pay band 3:  
(£15,628 - £17,188 pro rata)

The successful candidate will support IT facilities within the school, providing support for staff and pupils in the delivery of the curriculum. Maintain the IT suites and all IT equipment, and contribute directly to the development of skills and resources relating to IT in the school. Experience of working with young people would be an advantage.

**Further information is available on our website or from Linda Sayers at the school. Closing date for applications: noon 14 December 2018. Application forms containing contact details of two referees, including email addresses, should be accompanied by a CV and covering letter explaining why you feel you would be suited to this post.**

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*





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### GENERAL INFORMATION

#### Summer 2018 school performance:

#### GCSE results achieved by pupils at the end of key stage four

	2018	2017
Percentage A*/A grades / 7 and above	52.8%	47.7%
Percentage of pupils gaining 9 - 4 grades, in English and maths	98.4%	97.2%
Percentage of pupils gaining at least two 9 - 4 grades, science	97.6%	99.2%
Percentage of pupils gaining at least one 9 - 4 grade, MFL	86.2%	84.9%
Percentage of pupils achieving history or geography 9 – 4	96.0%	97.5%
Percentage of pupils achieving English Baccalaureate*	84.0%	84.0%

\* **English Baccalaureate** consists of 9 - 4 grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

#### A-level results achieved by students at the end of Year 13

	2018	2017
Percentage pass rate	98%	100%
Percentage A*-B grades	65%	60%

*'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'*

*'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'*

*'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'*

*'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'*

*'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'*

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 830 on roll, including 194 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding

schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Recently, Highsted was placed 92<sup>nd</sup> in the top 100 secondary schools (The Telegraph) based on our 2015 A-level results.

The school, sponsored by Microsoft, received specialist school status through science and we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with

friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Anne Kelly (January 2018)

**HIGHSTED GRAMMAR SCHOOL: JOB PROFILE**  
**RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF**

**Job title:** IT Technician

**Reports to:** Deputy Headteacher

**Postholder's name:**

**Date:** October 2018

**Grade:** Highsted Academy Trust Band 3 (£15,628 - £17,188 pro rata)

**Hours:** 35 hours a week, term time only, plus two weeks and Staff Development Days, Monday to Friday 08:00 – 16:00

***Purpose of the job and necessary experience***

The IT Technician role is vital to the success of teaching and learning at Highsted Grammar School.

The IT Technician will support the school network consisting of a VMware virtual environment hosting Windows CC4, file, print and application servers. Backup and restoration is a VEEAM based D2D2T solution.

The computing estate is made up of Windows 7 CC4 computers and laptops and a suite of Apple Macs, and there are approximately 830 students and 70 staff. The IT Technician will be pivotal in supporting these users in the use of IT hardware and software.

SIMS, SIMS Intouch, FMS, SOLUS and 4Matrix are utilised in the school and the IT Technician will need excellent support skills for these products.

***Requirements of the post***

**Equipment:**

- Regular checking, routine maintenance and, where appropriate, upgrading of computer/ICT hardware, peripherals and software
- Installation and maintenance of software
- Maintaining a register of IT equipment and maintenance logs and licenses for software
- Dealing with organisational and administrative matters relating to IT equipment and the networks, in liaison with the Business Manager
- Produce and maintain a log/manual of procedures for the on-going operation and system maintenance of ICT and related areas within the school

**Staff Support:**

- Support staff - both teaching and non - teaching in the use of IT hardware and software
- Assist with the use of ICT within the school, including external links, and companies, working with all curriculum disciplines and administration areas.

**Student Support:**

- Invigilate exams for up to 10 hours per week during term time, when necessary during exam periods.
- Support, and supervise where necessary, pupils using IT hardware and software
- Presence and support in computer rooms, when requested for groups using the facilities

**Administration:**

- Operate daily backups of the network, with important backups being kept in a secure environment off site

- Backup and archive data as identified by the Business Manager
- Routine maintenance of the school network system and infrastructure
- Order hardware, software and consumables as directed and when necessary. Handle and check deliveries of these items, authenticating delivery notes and invoices etc. and ensuring necessary equipment is added to the asset register.
- To administer, maintain and update SIMS, the school's information management system.

### **Confidentiality**

**All personal information regarding pupils, parents, employees at the school to which the ICT Technician may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.**

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

### ***Job context:***

The post holder must work on their own initiative and as part of a team seeking advice and guidance from the Business Manager.

### ***Organisational structure:***

Headteacher



Deputy Headteacher



**Postholder**