

## Digital Advisor and Support Manager For January 2017

### The Position

The primary purpose of the role is to provide ICT Support to staff at Channing School in the practical use of ICT at the school. In this role, the post holder will be expected to work alongside teaching and support staff to help them to both understand and effectively use current applications. The post holder will also be required to help staff identify where ICT could enhance their roles in the school.

**Salary** - in the region of £35-40,000 dependent on skills, qualifications, and experience.

**Hours** - 0800-1700 full time (**not term time only**).

### Applications

Applications are to be made **using the Channing School application form, accompanied by a CV**. The application form may be found on the school website <http://www.channing.co.uk/information/staff-vacancies/>.

Your application form should be accompanied by a CV and a cover letter, please note however, that a CV will not be accepted in place of the completed application form.

Please note that applications should be submitted **by email** to [rwhite@channing.co.uk](mailto:rwhite@channing.co.uk). **We prefer to receive applications by email** but if you are unable to email your application please post it to The Bursar, Channing School, The Bank, Highgate Hill, London N6 5HF.

**Closing date for applications: 5 December 2016**  
**Interviews: week commencing 12 December 2016**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*



# Channing School

## Information about the post for candidates

### The School

**‘The quality of the pupils’ achievements and learning is exceptional’- Independent Schools Inspectorate Report, April 2015.**

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our size gives pupils both security and a sense of their own significance: we recognize all achievements; of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage lively, independent minds and a concern for others; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.



We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.

### Academic achievement

Small classes allow for a great deal of individual attention and academic results are excellent – GCSE and A Level results details are enclosed. Virtually all our sixth formers go on to University, or to Art College.

### Community spirit

Though large enough to ensure academic rigour and excellent facilities, the school is small enough for the Head and members of staff to know every girl personally and as an individual. We have a strong family tradition and a strong parents' association. The atmosphere is happy and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute in some way to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.



### Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms.

# Digital Advisor and Support Manager (DASM)

The primary purpose of the role is to provide ICT Support to staff at Channing School in the practical use of ICT at the school. In this role the post holder will be expected to work alongside teaching and support staff to help them to both understand and effectively use current applications. The post holder will also be required to help staff identify where ICT could enhance their roles in the school.

The post holder will be required to work in partnership with the Assistant Director of Studies (Teaching and Learning), the ICT Network Manager and the academic Head of ICT. The post holder will be required to be familiar with all major software and online applications in use within the school, currently Schoolbase, Firefly and Google Applications.

The post holder will be accountable to the Bursar and the Director of Studies.

## Key Responsibilities

- To be available to provide support to staff as required in the practical use of ICT in the school
- To support teachers and support staff in the day to day use of Schoolbase (School management software) such that staff are able to use it effectively in the performance of their roles
- To support teachers in their day to day use of Firefly (School Virtual Learning Environment) and to help them in their effective use of this software with the aim of enhancing its use across the school
- To support teachers in their use of Google Applications currently in use in the school
- To ensure that staff are using the school hardware and software in the most efficient way
- To liaise with the ICT Network Manager on the latest ICT developments in the school
- To be prepared to run and conduct training sessions for staff as required
- To set up Group/Departmental/Individual support sessions as required
- To maintain a log of help requests received and to provide timely feedback to staff
- To work with staff to facilitate use of the most appropriate applications and programmes for their roles
- To contribute to the development of school ICT policies
- To be an active member of the school ICT Working Group
- To access up-to-date training
- To follow all statutory policies, including Safeguarding and Child Protection

# Person Specification

## Essential

- Strong Communication Skills
- Experience of working in a successful team
- Good organisational skills
- The ability to lead training and support in a 1:1 or 1 to many environment
- To have extensive experience in the practical support of ICT in the workplace
- To have up to date knowledge of the latest developments in particular practical use of the 'cloud' in a business setting

## Desirable

- Experience of a busy educational setting
- Experience of using a School Management System and a Virtual Learning Environment
- Use of Key Google Applications
- To have had previous experience using Apple Hardware and Software.

Hours - 0800-1700 full time

Holiday - The Post holder will be entitled to 30 days holiday per year plus Bank holidays. Holiday to be taken in school holidays unless agreed exceptionally with the Bursar and Director of Studies.

Salary - in the region of £35-40,000 dependent upon skills, qualifications and experience.

## Other Benefits

- Non-contributory pension
- Lunch
- Use of facilities

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