



Job Pack

ICT Technician

Easter 2018

Full Time, All Year Round

Kent Range 4 (£16,968-£17,826)





Academic Excellence, Personal Success

Weald of Kent Grammar School

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ABOUT US

Weald of Kent is a selective Grammar School for 11-18 year olds with a roll of approximately 1450 students. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks which opened for the first time in September 2017. In addition to the exciting new facilities in Sevenoaks we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 100% of students achieved Grade 9-5 in English and Mathematics, as well as 51% of all grades at A*-A or Grades 9-7. Our Progress 8 score was +0.5 for the second year in a row. We also enjoyed excellent A Level results with 34% A*-A and 68% A*-B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Thinking School

Weald of Kent is committed to developing fully the independent thinking skills possessed by our students. We were officially accredited as a Thinking School by Exeter University in March 2014. Our whole staff has been trained in the use of Thinking Maps, Thinkers' Keys, Habits of Mind and De Bono's 'Thinking Hats' which are used throughout the school to stimulate our students' thinking. We aim to develop our students' ability to move from sharing *what* they know, to *how* they know something

Staff Development Opportunities

As an accredited 'Investors in People' school we are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Investment in Excellence (IiE)
Performance development programme	Embedding Good Teaching
Relevant external courses and training	Embedding Outstanding Teaching
Thinking Schools training	Embedding Outstanding Leadership

THE TEAM

All Staff are extremely school supportive and work exceptionally hard. Their commitment has secured higher standards across all areas of the school. Teams work effectively and closely within a framework that encourages rigorous self-reflection. All staff contribute to the school's self-evaluation process, the identification of priorities and very importantly the delivery of our ambitious targets. The use of mentoring/coaching approaches has been strengthened and a significant number of ideas have grown through the Investment in Excellence programme adopted.

We are all motivated and inspired by the students who have boundless energy and enthusiasm for learning in the classroom. This level of engagement is equally replicated in the way they respond to the vast array of extracurricular activities we offer. Weald of Kent Students "walk the talk" and at any Key Stage they can confidently compile a CV that clearly demonstrates academic excellence and personal success.

The ICT Team consists of the IT Manager, Senior ICT Technician, and ICT Technician, and forms part of the broader support function within the School. Its purpose is to provide a professional, efficient, reliable and cost effective ICT support service, which facilitates and enhances teaching, student learning and general administration across the whole school.

The team support a network of approximately 600 school-owned devices made up of PCs, laptops and some tablet or hybrid devices with a bring your own device scheme currently running for Sixth Form and staff. All of the school's core services are virtualised using HyperV, backed up using Redstor, and the switching fabric uses HP Procurve switches and Ruckus for the wireless provision. Users have the iamcloud plugin which enables all user space to be hosted off site though Office 365.

THE POST

Job Title:	ICT Technician	**Reports to:**	IT Manager
Team:	IT Services	**Start date:**	Easter 2018 (or as soon as available)
Grade:	Kent Range 4	**Annual Leave:**	24 days, plus Bank Holidays
Hours:	37 hours per week		

The ICT Technician will help maintain a continually reliable ICT network throughout the school within, working with the team, suppliers and all school stakeholders to help achieve the best possible teaching, learning and organisational aims. Keeping abreast of developments in your key areas, thinking creatively and constructively to ensure that the job is done in the most effective and time efficient way, is a key priority for the ICT Technician.

THE ROLE

Working within the strategic direction set by the school.

- Contributing to the operational direction of the ICT service;
- Finding efficient solutions to your sphere of the ICT systems management through investigation, analysis and problem solving;
- Proactive development of your sphere of the ICT support function to increase cost effective efficiency through the use of alternative processes or new technology;

Be accountable for leading, managing and developing the ICT management processes within the school

- Providing a professional efficient and cost effective ICT support service, with an emphasis on reliability and consistent performance of ICT systems;
- Bring about, monitor and evaluate an ICT culture that will bring positive benefits to student learning.

Specific Duties – ICT Technician

- To provide 1st and 2nd Line support across the WOK ICT estate and the monitoring of helpdesk calls;
- Monitoring e-safety captures (Impero) and escalation where necessary;
- To liaise with staff and students to set up and support assemblies on a daily basis;
- To liaise with staff and students & ensure that ICT requirements for Internal Events are met and attend as required (e.g. open evenings, presentations etc);
- Basic maintenance of ICT equipment in teaching rooms, e.g. PC's, projectors, interactive whiteboards; duties to include cleaning and repairing faulty components where appropriate, ensuring a high level of availability and reliability within a good quality environment;
- Preparation, installation, maintenance and removal of PC software;
- Coordinate repairs to hardware faults with maintenance providers;
- Registration and support of staff and students under the BYOD scheme;
- Unpacking and installation of new computer equipment where appropriate;
- Responsibility for updating the asset register with equipment and software;
- Support of use of ICT in classroom environment where appropriate, duties to include lesson support;
- Replacement and ordering of toner and ink cartridges in printers and copiers;
- Basic user management including user creation;
- Assist in the creation of basic user documentation and IT knowledge base;
- Assist in the planning and implementation of ICT projects;
- Assist in the update of website content;
- To support and contribute to the development of the infrastructure;

ABOUT YOU (PERSON SPECIFICATION)

Qualifications	Essential	Desirable
NVQ Level 3 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
Experience		
Experience of working with new technology	✓	
Experience of working in an ICT support role		✓
Experience of working in a school setting		✓
Skills & Knowledge		
Knowledge of the latest developments in ICT	✓	
Able to communicate effectively, orally and in writing	✓	
Able to organise, prioritise and manage workload with efficiency	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Able to deliver training		✓
Personal Attributes		
Ability to inspire, challenge and motivate	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

THE PACKAGE

Salary: Kent Range 4 (£16,968-£17,826 per annum)

Benefits:

Generous Pension Scheme (TP / LGPS)	Priority Admission for Staff Children**
Health Care Cash Plan*	Free On-Site Parking
Termly 'Cake Break'	Cycle to Work Scheme
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

* Available upon successful completion of probation
** See Admission Policy on the School Website

THE APPLICATION PROCESS

Support Staff application forms can be found on our website and should be sent to Charlotte Hollands, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed please indicate on your application form if you have any objection to us contacting the referee prior to interview.

DATES:

Closing date for applications: Sunday 25 March 2018*

Interview day: Wednesday 28 March 2018

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



