CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY

Recruitment Pack
IT Engineer

Start date: November 2023
Full time, Permanent, All Year Round

Vision

Creating a climate for great learning, success and opportunity

Values

| Endeavour | Resilience | Inspiration | Collaboration | Compassion |

Curriculum Intent

Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.

Places high value on the breadth, acquisition, retention and application of knowledge.

Enriches and bridges gaps in cultural knowledge.

IT Engineer

Location: Rawdon, Leeds
Contract: Permanent – November 2023
Closing Date: Monday 16th October 2023
Salary Range: £32,909 - £34,723

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school.

Benton Park is a thriving and growing state funded, local authority maintained comprehensive school with over 1550 students – including around 300 in the Sixth Form. We are located in Rawdon, on the outskirts of Leeds City Centre and we work amongst a vibrant and supportive local community. We have recently completed a move into brand new state of the art premises following a successful £28.5 million building project. Our new environment is an excellent place to work and learn and we are committed to our work being supported by the latest technologies in our classrooms.

We are a successful, inclusive school where our students are our greatest asset. We have high standards and expectations which are matched equally with our high aspirations for all members of our school community and we work hard to provide support and investment to enable these to be achieved. We pride ourselves on treating each and every one of our students as an individual and the excellent climate we have created for great learning, success and opportunity enables our students to achieve their full potential.

Our work is underpinned by our five key values: Endeavour, Resilience, Inspiration, Collaboration and Compassion. Our values are aimed at developing young people to be the very best they can be and to equip them with the skills, knowledge and attributes to be confident, rounded and successful members of society.

Dear Colleague

IT Engineer

Thank you for your interest in becoming an IT Engineer here at Benton Park School. We have celebrated many achievements in the last few years, but we know that we can go even further and we are keen for a new leader to join us to support in achieving this.

You will enjoy working with a talented and hardworking staff team who have the students at the heart of everything they do each and every day. Our students are articulate, caring young people who are keen to learn and develop and we enjoy productive and successful partnerships with our parents, carers and the local community.

Following on from the appointment of our new Headteacher in September 2022 this is a really exciting development in our leadership structure. If you share our values and this sounds like the perfect next step in your career please get in touch and we will be happy to share with you our ambitions for the future

Thank you for your interest in our school.

Yours sincerely

Delia Martin
Executive Headteacher

BENTON PARK SCHOOL

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Information about our school

We are a Local Authority maintained school situated to the North West of the vibrant and diverse city of Leeds in the North of England. We are oversubscribed and have recently increased our pupil admission number to 300 per year to meet local demand. We have very supportive families and work with numerous local primary schools including areas such as Rawdon, Yeadon and Calverley.

We have benefited from a £28.5 million investment in our premises and we are very proud of the state-of-the-art facilities and equipment we are able to offer our students and staff. We are also proud of our growing Sixth Form. The move to our new premises has allowed us to create a bespoke Sixth Form centre and we have invested heavily in the refurbishment of it to ensure it is an inviting place to study and learn. Ofsted rated us Good in October 2018 and amongst other things, this highlighted that our students spoke positively about their experience at school and that they showed respect and tolerance towards each other.

Our vision of 'Creating a Climate for Great Learning, Success and Opportunity', drives every aspect of our work. This is underpinned by our 'Aspirations for All' programme where we actively promote the importance of our students having high aspirations for themselves in all aspects of their lives. Central to this work is supporting students to consider their next steps at the end of their time with us, but also to support them in developing the skills and knowledge they need to be able to access whichever future pathway they choose. The work we do on this programme also focusses on developing the skills our students need to encompass our school values of Resilience, Inspiration, Collaboration, Endeavour and Compassion. Our Personal Development Curriculum, which also includes our Aspiration for All Programme, and our student leadership development opportunities, have a regular focus on mental health and wellbeing, an aspect that we know is extremely important in supporting all young people.

Celebrating success is incredibly important to us and we always seek to reward our students for going above and beyond in any aspect of their school life. We have a positive rewards culture and enjoy sharing in our students' successes. Our philosophy is that a busy student is a successful student and to support this we offer a wide and varied range of extra-curricular opportunities. This includes a range of lunchtime and after school clubs as well as trips and visits both in the UK and abroad. We also run a hugely successful Duke of Edinburgh scheme.

Further details about our school, including all aspects of our curriculum design can be found at www.bentonpark.org.uk and in the school's Prospectus available here

Welcome from the Headteacher

Thank you for your interest in our school. As an IT Engineer at Benton Park, you would play a pivotal role in helping to shape a strong, positive and successful learning experience for all of our students.

We are looking for a highly motivated, positive colleague who can contribute to ensuring excellent standards in all areas of school life. A team player, you will have the ability to form high quality relationships with staff, students and parents alike.

At Benton Park, we take an evidence informed approach. No individual element of our practice is revolutionary. We don't believe in off-the-shelf strategies or practices; there is no silver bullet. It is really about being values driven, having clear vision, focusing relentlessly on results, operating strict routines, doing the simple things well every day, and building strong relationships at all levels.

Our 'warm-strict' approach instils strong learning habits ultimately helping students become better qualified, more successful and happier. We expect students to follow homework and equipment rules, wear uniform with pride and always be 'on task', fully engaged and ready to learn.

Every decision we make is based around our vision 'creating a climate for great learning, success and opportunity' and we live and breathe this each and every day. We are committed to ensuring that every student throughout our school has access to a truly inclusive and aspirational education.

We have the highest expectations of our students to encourage them to be the best that they can be. We expect all of our students to display the Benton Park values at all times and staff reward them for this. We also have bespoke Personal Development and Aspiration for All lessons to develop our students to be young people who can make a positive change to Benton Park and the world beyond.

Our curriculum is underpinned by an expectation that students will 'know and remember more' as they move through their time with us to develop a mastery approach. This is identified through our Learning Journeys and Progression Models, which are available through our website. Our curriculum intent, which permeates all our work with students both in and out of the classroom, is to promote a love of learning by providing an environment in which all students can succeed, whatever they aspire to do. We place high value on the breadth, acquisition, retention and application of knowledge and we actively develop opportunities to enrich and bridge gaps in cultural knowledge.

Mr N Skilton
Headteacher

Teaching and Learning at Benton Park

I Do, We Do, You Do
Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

Learning Journeys and Progression Models
All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

Subject Specialism
We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

Professional Development
Developing our staff is incredibly important to use. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

Learning Habits and Routines
At Benton Park, we build our teaching around some crafted routines to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on support all learners, including our most vulnerable, having access to the highest quality support through these habits and routines.

Reading
Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our School community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.

JOB DESCRIPTION

IT Engineer

Pay scale:	S02
Hours:	Full time All Year Round
Responsible to:	Head of IT Services
Review date	October 2024

To provide ICT hardware & software support for the school and its users, whilst maintaining the school ICT resources and support services in line with the school requirements. To deputise and assist the Head of IT Manager in the daily running of the network, and also in their absence.

Key Responsibilities:

- Ensure all computer equipment is registered on the school's asset system (Snipe IT)
- Installation and configure a wide range of equipment as appropriate
- You will maintain computer peripheral equipment such display screens, MFD, Projectors and ensuring these are ready and fit for purpose
- You will troubleshoot and maintain all aspects of PC and server hardware
- You will liaise with external suppliers for the repair of equipment under warranty or maintenance contract.
- You will troubleshoot and maintain the school's VoIP phone system.
- Advise on compatibility of hardware, applications and user requirements
- Remove outdated and unsupported applications where applicable and support the rollout of new systems.
- Ensure all software and operating system updates are installed as appropriate.
- Support users in the correct and safe use of technology.
- Ensure the anti-virus software is installed and up to date.
- Support user management via the following AD, O365, Azure, SIMS
- Responsible for AD and its integration with third party software
- Network Support

- Cary out installations and networking maintenance as and when directed to do so by the Head of IT services.
- Management of the school's switching infrastructure including associated protocol
- Carry out routine network maintenance tasks and firmware updates as required.
- Maintenance and Security
- Maintain hardware and application deployment through SCCM incorporating regular image updates
- Implement and suggest improvements with maintenance of the school's backup, virus protection and security procedures, with reference to protecting hardware, data and confidential information
- Maintain all necessary documentation including system manuals, cable diagrams, patching schedules, equipment inventories, orders, service records, loans etc., as required
- Perform PC hardware repairs and upgrades
- Provide Second line software support
- Support teaching staff in the use of applications
- Support for assemblies and meetings
- Assist with the schools cashless catering system when necessary
- Assist with updating the school's website and intranet
- Ensure FFP (Fit for Purpose) checks are carried out and recorded on school equipment and learning areas
- Provide ICT and Audio Visual Support for school events; including events outside the normal school day as directed.
- Maintain the asset register
- Support Request Management
- Set own daily support priorities, balancing response to support requests with need to follow planned monitoring and maintenance and wider ICT service demands
- Responsibility for SLA compliance on tickets.
- Strategy and Planning
- Assist with the research of developments for the ICT service and their implementation
- Contribute to; and maintain the school IT development plan
- Identify failing systems and suggest solutions
- Responsibility for the day to day operation of:
- Servers and services
- Broadband and filtering (Netsweeper)
- Wireless system (Ubiquiti)
- Print management (Papercut)
- Network Infrastructure (switches cabling etc.)
- Management of mobile devices (iPads)
- Technical operation of the Trust/school's helpdesk

- External support contacts
- People Management
- Liaise with senior members of staff
- Deputise for the Head of IT services in his absence

HEALTH & SAFETY

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work**.**

Wider Responsibilities

- To be willing to work flexibly to meet the needs of the school.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Contribute to the overall ethos/work/aims of the school.

- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.

- To support, uphold and contribute to the development of the school's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

- To engage with networks both within and beyond the school that support continuous improvement.

- Promote the safeguarding and welfare of children and young people.

General Accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.

- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.

- Be aware of and comply with the code of conduct, regulations and policies of the school.

- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.

- Support and promote the school's policies on diversity and equality of opportunity.

- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.

Variation in Role

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

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PERSON SPECIFICATION		
KEY CRITERIA	**ESSENTIAL**	**DESIRABLE**
QUALIFICATIONS	Degree or relevant experience	ICT related degree
	GCSE Maths and English Grade 4 or above	Professional (MCSE, CCNA, ITILS etc.)
	Evidence of recent CPD	
		Willing to undertake additional training as and when required.
EXPERIENCE	Extensive experience of ICT and Networking working as 2nd/3rd line support engineer	Implementing network solutions in a medium size network
	Excellent customer service	Previous experience of working in a Schools.
	Ability to work effectively with different stakeholders within the school	Scripting in PowerShell and automation of services.
	Ability to solve complex IT issues	
	Familiar with MS Office/O365/Azure AD	
KNOWLEDGE	ICT security, integrity and data protection	Web design/maintenance
	Network systems management	SIMS training
	Solutions focused approach	GDPR Training
	Up to date knowledge of legislation and regulations relating to ICT and electronic data security in relation to GDPR and Cyber security	Emerging technologies within Education and their

		role in creating a climate for great learning.
SKILLS	Good organisational skills.	Can demonstrate a flexible approach to problem solving.
	Excellent written and verbal communication skills.	Can provide clear examples of staying calm under pressure.
	Able to work effectively as part of a team.	
	Excellent interpersonal skills.	Able to manage conflict.
	Negotiating / influencing skills.	
	Able to use a variety of ICT packages effectively.	
	Able to accurately interpret and analyse data	

We are actively committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.

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