Bishop David Brown

Our vision is to be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential

Candidate Brief

IT Technician

Unity Schools Trust

'Excellence through collaboration'

Dear Applicant

IT Technician

Thank you for showing an interest in the role of IT Technician at Bishop David Brown School. I hope that this information pack will give a flavour of what we are aiming to achieve as a school and whether we are the right school for you at this stage in your career.

We are a smaller than average 11-16 secondary school situated in Woking, Surrey; we are, however, expanding our student numbers due to the increased popularity of the school in the local community. A building programme began in July 2015 to increase the number of classrooms and change the internal structure of the school. The school is situated in an area that is planned to be part of a regeneration project which will include a large sports facility built on the school site.

In November 2015 we joined the Unity Schools Trust, a multi-academy trust, with The Magna Carta School in Staines. We are also a member of the 2015 Learning Partnership, a collaboration of secondary schools including Winston Churchill School, Collingwood College and The Magna Carta School.

Our most recent Ofsted inspection in April 2014 graded the school as 'good' with many outstanding features. Students at BDB are committed to their learning, enthusiastic and keen to do well and have very supportive parents/carers. Behaviour in lessons and around the school is good, allowing students to make good and outstanding progress.

As a small school, everybody knows each other very well and there is a strong team ethos amongst the staff. New staff joining the school automatically have access to our staff care package which includes services such as wellbeing support and medical treatment.

As an ambitious school we are committed to recruiting, developing and supporting outstanding staff. We are able to provide a range of opportunities to enable staff to rapidly reach their full potential.

If you are an individual who wants to be part of an essential team in the school then I hope you decide to apply for this post. Please do not hesitate to contact Carol Ball on 01932 359118 or cball@bdb.surrey.sch.uk if you wish to arrange a visit to the school prior to interview. **The closing date for applications is 12.00 noon on Thursday 23 March 2017.**

Yours faithfully

Stuart Shephard
Headteacher

Background Information

Bishop David Brown is a small school where everybody knows each other well. Our average class sizes are below national expectations and this is valued by all.

One thing we are certain of is that students work to the best of their ability in a school where they are healthy, enjoy their education, stay safe and make positive contributions to the community. Visitors always comment on the caring, friendly atmosphere and the polite, happy students.

We want all our students to value their time with us, to develop lasting friendships, have positive experiences and develop the confidence to exceed expectations in whatever they do. We continually strive to support our students in gaining skills, qualifications and achievements in preparation for their life after school.

To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

The IT Department at Bishop David Brown is a busy environment tasked with ensuring that the the day-to-day running of the school's IT network and infrastructure runs smoothly. You will come into contact with a wide range of people including teachers, students, education specialists, governors and members of the public. You will be based in a flexible office environment where your skills will be used on a wide range of tasks ranging from the maintenance of ICT equipment and software throughout the school to new configurations and development of departmental databases.

Key qualities of this role will include confidentiality, efficiency, flexibility and being able to work using your own initiative. You will be put under pressure at times and will need to demonstrative a willingness to contribute to the continued improvement of our school.

The school uses a wide range of management information systems to enhance the service they provide to stakeholders including SIMS, Tucasi, and FROG. Prior experience of these systems, or similar, would be advantageous although full training will be provided where necessary. The successful candidate will also need prior knowledge of all MS Certifications and Windows 2003 - 2012 R2, Windows 7. Previous experience working in a Help Desk role, ideally within an education setting would be helpful.

This is a permanent role within the team. The role is for 21 hours per week (30 minutes unpaid lunch per day), Tuesday to Thursday, and for 40 weeks per year (39 weeks during term time, including inset days, plus 1 week during holiday times, taken as directed). Annual leave should only be taken during school holidays. The salary will be based on Grade S6 with a range of £20,424-£23,435, dependent upon experience. This salary will be paid in twelve equal payments over the year. The actual salary will be pro rated to reflect the part-time nature of the role.

"The curriculum caters extremely well for different groups of students. It contributes very positively to students' spiritual, moral, social and cultural development, and **helps to ensure that they are well prepared for the next stage of their education and for future employment.**"

Ofsted 2014

Location

Sheerwater is a residential neighbourhood on the outskirts of Woking, Surrey. It has excellent transport links being close to West Byfleet and Woking mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

Bishop David Brown support staff are eligible for membership of the Local Government contributory pension scheme.

A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

"Students make good progress from their different starting points. Their attainment is rising rapidly as a result of effective action taken by leaders to improve the quality of teaching, which is now consistently good."

Ofsted 2014

Interview Process

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

Those shortlisted will take part in an in-depth process that will include an interview, a practical task and a school tour.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Job Description

Job Title: **IT Technician**	Reporting to: IT Manager

Job Purpose

To provide efficient day to day IT support to staff and students across all areas of the school, as directed and under the supervision of the IT Manager.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

Key Responsibilities

- To provide first and second line IT support to end users across the school
- To install and configure computer hardware, software and related peripherals
- To work wthin and comply with the health,safety and school rules that apply in the IT department
- Monitor and replenish stocks of material, process order requisitions and take delivery of goods for the department
- Ensure cyber security procedures are complied with at all times
- Share files as required by staff for end users
- Assist the IT manager in the deployment of computer hardware around the school
- Monitor and apply resolution to logged IT faults within the school
- Liaise with external agencies and contractors to ensure effective IT provision within the school
- Liaise with external suppliers for the repair of equipment
- Check network back up logs where appropriate
- Carry out routine network maintenance tasks
- Follow supplier’s recommended procedures
- Undertake broadband checks and resolutions
- Maintain and resolve problems with audio-visual equipment

Communication and working with Colleagues:

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school
- To read on a daily basis and act upon if necessary all emails
- Attend staff briefings in line with the school communication policies set out in the staff handbook
- To attend training and development sessions on staff inset days and open evenings where contracts permit

Personal Development:

- Take responsibility for your own continuing professional development by using the school management system on a regular basis
- To be aware of school procedures and comply with school policies
- To follow the school Staff Sickness Procedure

Knowledge and Understanding:

- Principles and practices of effective office procedures
- Contribute to the development of the policies and procedures of the administrative team
- Keep well informed with regards to working practices that impact on your role
- Ensure that all work is conducted in line with school and departmental policy on health and safety

Skills:

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

Principal Accountabiiities:

- Provide appropriate administrative support for the school for all stakeholders
- Engage in appropriate training to ensure the most effective techniques can be employed to support the school
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended
- Dress appropriately for your role but with the same high standards as expected for students at all times (see staff handbook for more detailed information)

Review and Amendments:
The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
IT literate	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Good organisational and planning skills	√		AF/I/R
Confident in maintaining and using a range of computer hardware, network equipment and software	√		AF/T
Ability to analyse tasks and establish how they may be best achieved	√		AF/T/I
Excellent organisational and planning skills	√		AF/I/T
Able to explore and understand new IT specifications and concepts		√	AF
Effective communication skills	√		AF/I
Experience of maintaining records, using IT systems and paper based methods	√		AF/I
Have the capacity to manage own workload	√		AF/I
Express oneself clearly, orally or in writing	√		AF/I

“Students throughout the school benefit from many opportunities to take on responsibility, for example, as assistant librarians or sports leaders. This contributes very well to their moral and social development and helps them to develop skills which will serve them well in the future.”

Ofsted 2014

Qualities	Essential	Desirable	How Assessed
Able to use initiative	√		AF/I
Adaptable and flexible	√		AF/I
Reliable and relates well to adults and students	√		AF/I
Trustworthy	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience, sense of humour and a cheerful disposition	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to own personal and professional development	√		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Experience	Essential	Desirable	How Assessed
Use of management information systems (eg SIMS, Tucasi, Parentmail)		√	AF/I
Successful experience in a directly relevant role		√	AF/I
Experience of working in a school or similar environment		√	AF
Previous experience in supporting software, hardware and other IT equipment		√	AF

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Word processing qualifications		√	AF/C
IT qualification (eg CCNA/Microsoft)		√	AF/C
Relevant professional development over the last 2 years		√	AF/C
Training and/or qualification in IT related activities to Level 2		√	AF/C

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.