

Senior ICT Technician Candidate Pack



Sir William Robertson Academy
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Tel: 01400 272 422



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Dear Colleague,

Thank you for your interest in joining Sir William Robertson Academy. I hope you will find the Application Pack informative, but more than this, I hope it captures a sense of the exciting opportunities within the school and that the information encourages you to apply for the post.



We are a growing and heavily over-subscribed school in a beautiful part of Lincolnshire, though close to the border with Nottinghamshire. This is reflected in our pupil intake, with pupils each year joining the school from more than forty different primary schools across both counties. We have more than one thousand pupils on roll.

Our Sixth Form is thriving and successful, with more than 130 students currently studying a broad range of level 3 courses. This number is expected to grow significantly in the coming years. Many students choose to leave us at the end of their post-16 study and progress to university (large numbers to Russell Group universities), while others choose to embark on Higher Apprenticeships or progress directly to employment. We are fiercely proud of all our students and their achievements.

Our staff are a joy to work with – warm, welcoming and with a shared belief that children must come first in all that we do as they are our sole reason for being here. We try to treat our staff well with a broad wider benefits package for both teaching and support staff, along with great pension options. On a day-to-day basis, we are always mindful about the work-life balance of colleagues and we always seek to be a family-friendly employer which values everyone as an individual, whatever their role.

We invest heavily in developing our colleagues. Not only does this mean that we have an enviable track record for retaining our great staff, but it also means our pupils continually benefit from the support of highly skilled and highly motivated colleagues who are prepared to go the extra mile on their behalf.

OFSTED has graded our school to be 'Good' in both 2015 and 2019 and each year we seek to become incrementally better in all that we do. The school has a guiding motto of *ASPIRE* which encapsulates what our school is all about – fostering and developing aspiration for everyone within our community.

Sir William Robertson is the lead school in our own multi academy trust – Aspire Schools Trust. We are currently a Trust of three schools (one Secondary, one Primary and one Junior School) and this creates exciting wider opportunities for colleagues across a range of the school's activities.

Recent developments at Sir William Robertson have included the installation of a full-size floodlit 3G football pitch and we have been approved by the Department for Education within the next round of the School Rebuilding Programme.

We have a strong track record of year-on-year improvement and we are immensely excited about what the future might hold.

Thank you for expressing your interest in this position. I hope you choose to apply and I look forward to hearing more about how you will take forward the work of Sir William Robertson Academy.



Mark Guest
Headteacher



Senior ICT Technician

37 hours per week, hours negotiable and can include some flexible, hybrid working for the right candidate.

Grade 5 (NJC 9 to NJC 15) – £25,119 - £27,803

Start date: As soon as possible

We are seeking to appoint an enthusiastic individual with a positive attitude to join our ICT Support team at Aspire Schools Trust. As a member of the team, you will play a vital role in ensuring the smooth running of the Trust's ICT services, supporting over 1800 students and staff across 3 sites.

The successful candidate will require strong organisational skills and be adept at multi-tasking, in order to work across a range of activities. We are looking for an experienced ICT Technician with the ability to prioritise, work efficiently and accurately to deadlines. The successful candidate must be able to provide support to staff and children and so will require strong listening and communication skills.

Job Description

MAIN RESPONSIBILITIES, TASKS & DUTIES

- To act as 1st & 2nd line support for ICT Support within the school, monitoring the ICT Support helpdesk, allocating jobs as appropriate according to their priority.
- To resolve technical issues raised by staff and students in a timely manner escalating issues to 3rd line support when assistance is required.
- To advise staff in the use of hardware and software to enable them to improve the quality of teaching and learning for students.
- To be responsible for the installation and maintenance of the school's classroom ICT equipment including PCs, laptops, interactive screens and printers liaising with third parties as required.
- To install, maintain and upgrade software to enable all students and staff to make full use of all available ICT equipment and systems.
- To maintain inventories of all classroom ICT equipment purchased ensuring that every item is accounted for. To be responsible for the disposal of redundant ICT equipment in accordance with relevant legislation.
- To control stock levels for consumables, including printer supplies, purchasing consumables when necessary, ensuring value for money and minimum disruption to usage of IT equipment.
- To procure classroom ICT equipment, in line with ICT Support's development plans, adhering to the school's financial controls whilst ensuring value for money.
- To be responsible for undertaking ICT Support projects to be overseen by the School Network Manager
- To assist the School Network Manager in the delivery of wider ICT services, as and when required.
- To always represent the school in the most professional manner to the wider community in accordance with the school ethos
- To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.

Systems supported at Aspire Schools Trust:

- Windows Server 2016 – 2022
- Windows 10 Desktops
- Windows 11 Desktops
- Teams
- Bromcom MIS System
- Microsoft Office 365
- 3CX VoIP Phone System
- SharePoint
- Hikvision CCTV System



Person Specification

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar environment.		X
Relevant experience in a ICT Support or ICT Technician role.	X	
Good general knowledge of ICT.	X	
A working knowledge of Microsoft Applications, Microsoft Office 365 including Teams, Active Directory, Group Policy, Windows 10/ Windows 11 Desktop, Windows Server and general networking.	X	
Approachable with good communication skills both verbal and written.	X	
Able to maintain issues of confidentiality in the working environment.	X	
Able to respond positively and calmly with students, parents, staff and external organisations.	X	
Ability to work accurately and precisely.	X	
Ability to work independently as well as part of a team.	X	
2. Qualifications:		
English GCSE A*-C or equivalent.	X	
Mathematics GCSE A*-C or equivalent.	X	
Relevant Computing/ICT based qualification.		X
3. Personal qualities:		
Able to use own initiative.	X	
Able to be flexible in order to meet the needs of the Trust	X	
Enthusiastic, hardworking and reliable.	X	
Professional and well-organised.	X	
4. Other		
Hold a driving licence and have access to own vehicle		X
Be prepared to undertake relevant training, as and when required.	X	
To share the Trust's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	

Why join Sir William Robertson Academy?

Sir William Robertson Academy is a popular and successful 11-18 comprehensive school situated in delightful rural surroundings on the Lincolnshire/Nottinghamshire border. Pupils with a positive approach to learning, a committed staff and a supportive body of parents have helped to create a school which was judged by OFSTED (March 2019) to be 'Good' in every area of its provision. Sir William Robertson Academy has been acknowledged as one of the top 100 non selective state-funded schools in England.

Working in education is incredibly rewarding. Many of the benefits of a career in the sector cannot be measured, such as the satisfaction of helping a pupil reach their potential, or the pride in being part of a strong team that consistently goes the extra mile.

However, we recognise that it is not without challenge, and staff wellbeing is incredibly important to us. Staff here enjoy a range of benefits, including:

- Supportive appraisal process, led by the appraisee and CPD focused
- A friendly, passionate team committed to getting the best outcomes for our young people
- Guidance, advice and support from a committed leadership team
- Employee assistance and counselling service, wellbeing support and advice
- Healthcare cash plan with SimplyHealth which includes 24 hour access to a GP, cashback for dental appointments, eye tests, prescriptions and more
- Excellent pension options
- Cinema, High Street, Travel and Leisure Discounts
- Discounted gym memberships
- Salary sacrifice schemes
- An opportunity to join the staff team at this popular oversubscribed Academy recognised for its continued improvement.



Aspire Schools Trust

The Aspire Schools Trust is a highly innovative Lincolnshire-based Multi Academy Trust, educating pupils of all abilities from the ages of 4-18.

Currently consisting of Sir William Robertson Academy, Bassingham Primary School and Westgate Academy, our family of schools is set to grow and can see huge benefits for our community in the establishment of a successful and progressive cross-phase MAT, rather than one linked narrowly to the primary or secondary phase.

Aspire Schools Trust are committed to delivering an outstanding education for all, irrespective of the starting points for our individual pupils. The Trust is underpinned by our ASPIRE ethos and is driven by a clear moral purpose to play a key role in system-leadership, supporting developments in schools for the benefit of all pupils within the Trust and across the communities we serve.

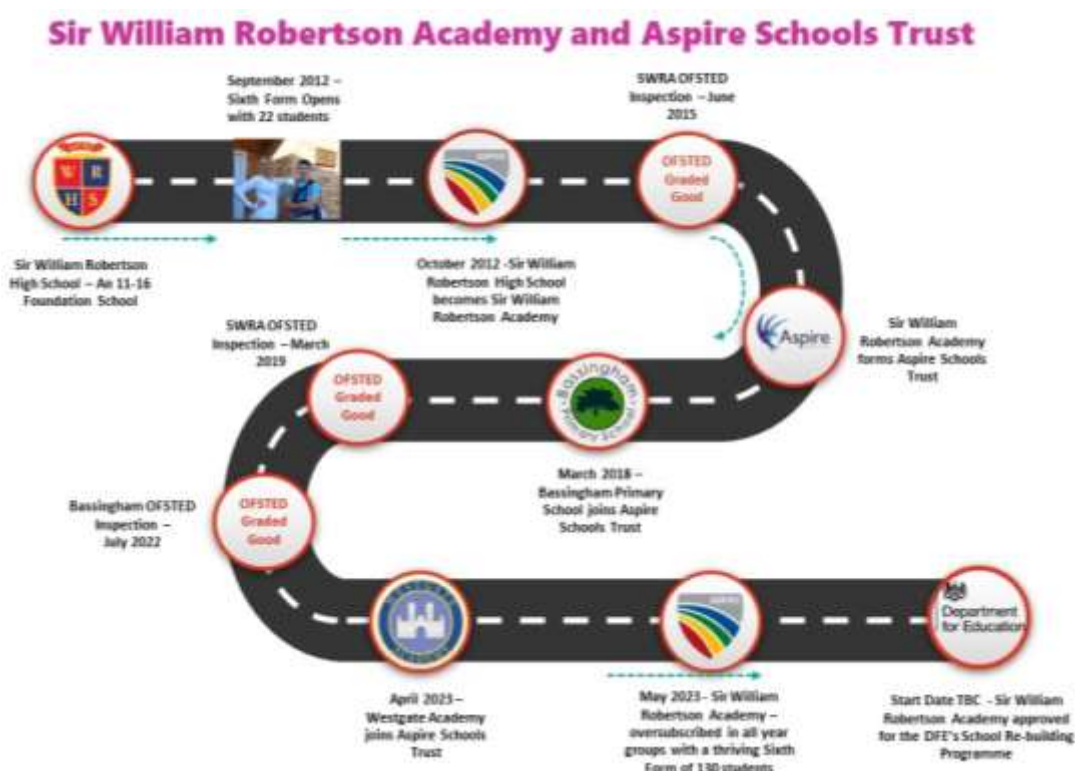
The schools within the Trust develop and collaborate to share best practice to raise achievement and aspirations for all pupils.

Children come first in all our schools – this is our simple and non-negotiable message.

Sir William Robertson Academy and Aspire Schools Trust

Sir William Robertson Academy has been an academy since October 2012. It is a part of Aspire Schools Trust which formed in March 2018 when Sir William Robertson Academy enlarged its trust from being a successful and growing stand-alone academy to form a multi academy trust. Bassingham Primary School joined the Trust and this new partnership formalised many years of positive relationships and close collaboration between the two schools which both share a similar ethos and child-centred approach to learning.

As a small, cross-phase MAT, Aspire Schools Trust has a strong commitment to developing highly effective teaching and learning for local children from the ages of 4-18. As part of this commitment, we value Continuous Professional Development for all staff extremely highly.



The Recruitment Timeline

To apply for the position, you must complete the Aspire Schools Trust application form. This can be found either on the Sir William Robertson Academy website (swracademy.org/job-vacancies/) or through the advert on the TES website. We do not accept CV's and applications submitted without a completed application form, will not be considered.

The recruitment timeline is as follows:

Closing date for applications is **noon on Monday 26th February**.

Shortlisting will take place on 27th February. We shall endeavour to contact all applicants, either inviting you to interview or providing some feedback as to why your application has been unsuccessful on this occasion.

Interviews will take place soon after shortlisting has been completed. If you are successful in being invited for interview, you will receive a letter containing all the necessary details for the interview. Interviews will be held at Sir William Robertson Academy and must be completed face to face.

Thank you for your interest in Sir William Robertson Academy. We appreciate the time and effort that is involved in the application process, and it is greatly appreciated by us all.

Completed applications forms and accompanying letter should be emailed to Mrs Courtney Dixon via the email address below:

hr@aspire-school-trust.org

If you would prefer to send an application form via post, please forward to the address below:

Mrs Courtney Dixon (Trust Central HR)
Aspire Schools Trust
c/o Sir William Robertson Academy
Main Road
Welbourn
Lincoln
LN5 0PA

Thank you again for your interest in the position of Senior IT Technician at Sir William Robertson Academy. We look forward to receiving your application.

Application Guidance

Please read these Guidance Notes carefully before completing the application form.

The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.



Please read the job description, person specification, advertisement, and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.

Please use black ink or type your application form – this helps when the applications are photocopied.

Do not send a CV with your application – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process. Our application forms are also created to ensure we comply with Keeping Children Safer in Education Guidance and therefore, we can only accept application forms.

Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job.

The selection criteria used for shortlisting are the skills, abilities, knowledge, and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria in your supporting statement.

Please return the application form by the closing date advertised.

The Application Form

Personal Details – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason.

Present/Recent Employment – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.

Education, Qualifications & Training – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualification at a later stage.

Skills, Abilities, Knowledge & Experience – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification and job description. You should provide examples of how you meet the skills, abilities, knowledge, and experience identified; these can be non-work based if necessary.

References – In line with Keeping Children Safe in Education guidance, we will make a request for references before we interview you, unless you specify otherwise.

Recruitment Monitoring – Aspire Schools Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex, and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential, and the information will not be seen by those who decide on the list of applicants to be invited to interview.



Our Commitment to Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

The Aspire Schools Trust is required under the law and guidance to check the criminal background of all employees.

The nature of the work for which you are applying mean that this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Further guidance on 'protected' convictions and cautions can be found at:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

All offers of employment are conditional until a DBS certificate from the Disclosure and Barring Service and appropriate pre-employment checks have been completed.

