

Abbeyfield School

Ambitious to Achieve

IT Technician

Our Values

Respect

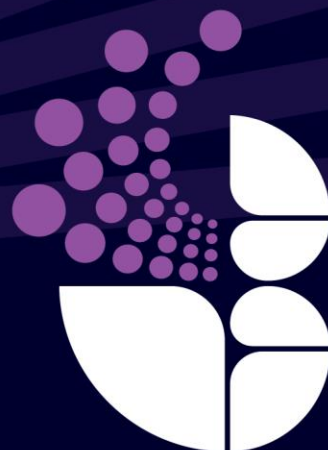
Resilience

Honesty

Responsibility

Creativity

Independence



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in this post.

I joined Abbeyfield School as Principal in September 2018 and feel very privileged and proud to be part of a school community of dedicated staff and rewarding young people. Through teamwork and a shared desire to support and challenge every student in order for them to achieve their personal best, we are building on the 2016 OFSTED 'good' judgement and the very pleasing 2019 outcomes. We have high expectations and aspirations of ourselves and of our students. Our Quality First Teaching Charter ensures a focus on the quality teaching and learning. Alongside academic

achievement we place a very high value on students' social and personal development, equipping them with the life and employability skills needed for successful adulthood.

Abbeyfield School is looking for an ambitious, experienced, committed and energetic professional who shares our vision and values and can support the aims and ethos of the school and Creative Education Trust. This is an exciting opportunity to work closely with myself and senior staff to make a significant contribution to the next stage of our journey. In July 2019 we were delighted to be awarded 'Secondary School of the Year' in the Northamptonshire Education Awards.

We, like all schools in the Trust pursue a rigorous and continuous programme of educational improvement, alongside an aim to provide pupils with a rich programme of co-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions and our annual days of Shakespeare performance and the Day of Sport. We are often the host school for these events to allow students to work in a professional theatre space. We are keen to expand further on the opportunities we provide for students to develop their creativity, resilience and independence.

High expectations for behaviour for learning is supported by a fantastic team of Year Heads and a behaviour team of 7 non-teaching staff. There is a strong emphasis on restorative justice and praise alongside a rigorous sanction ladder.

I am passionate about students and staff having the opportunity to influence the future of the school. 'Ambitious to Achieve' was proposed by a Year 12 student and our new school values are the outcome of a student and staff vote.

We believe Abbeyfield is a very special place to work and we are excited about the future. As a popular and oversubscribed school we are expecting to be full in September 2019 despite an additional form of entry in Year 7. If you are passionate about what we are trying to achieve and would like to support me in this crucial role then I look forward to receiving your application. You are very welcome to make a pre application visit.

Kind Regards,
Siona Robson, Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 and has successfully transformed schools in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning.

www.youtube.com/user/creedacad.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



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ABOUT ABBEYFIELD SCHOOL



We are a popular mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue adjacent to our site
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls;
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group seminars
- Professional 280 seat theatre complete with tiered seating.
- Interactive whiteboards in every classroom;
- Modern, glass fronted , open-plan learning resource centre
- Accommodation available for staff with a number of en-suite rooms



Summary of Abbeyfield School's Progress Scores in 2017:

- Progress 8 score: **+0.17**
- Attainment 8 score **45.5**
- **71% of students achieving 4+ English & Maths**
- **47% of students achieving 5+ English & Maths**



To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/138858/abbeyfield-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools' benefits from a comprehensive programme of support and challenge, including working with former HMIs.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

The school subscribes to Simply Health which provides an extensive offer for staff. Staff also have access to our Fitness suite.



You can find out more at:
www.creativeeducationtrust.org.uk

IT Technician

JOB DESCRIPTION

LOCATION Abbeyfield School, Northampton

SALARY

NJC Grade D Points 3 – 4 (£18,065 – £18,426) per annum

Full time, permanent (37 hours per week)

THE ROLE

- To Support the Regional IT Manager with day to day school support.
 - To act as an ambassador for the school and Principal in all matters.
 - To promote the vision and values of the school with all stakeholders including parents, visitors and the local and wider community.
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REPORTING LINES

The post will report to the Regional IT Manager.

- To ensure all incidents and requests for the Academy are logged appropriately on the ICT Helpdesk System.
- To ensure that incidents and requests for the Academy are prioritised accordingly and are documented within the ICT helpdesk system.
- Maintain regular communications with the appropriate staff until incident resolution.
- Monitor progress of all incidents and requests for updates or resolution as appropriate.
- Escalate any incidents to the appropriate team as necessary and work with the Regional IT manager, 3RD party support providers, and other stakeholders to resolution.
- Identify, resolve and/or document workarounds for desktop related problems.
- Image, deploy and manage desktops, Laptops and other end points and devices such as printers and IWBs.
- Provide high quality technical support and advice to the Academy.
- Test and install new software, ensuring licensing compliance.
- Set up and maintain user accounts, ensuring that new staff and students receive credentials in a timely fashion.
- Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors, touchscreens and ensure that this hardware is tested and prepared for use when required.
- Carry out scheduled maintenance check, which may include portable appliance testing (PAT) for ICT equipment.
- Ensure inventories for ICT hardware and software are kept up to date.
- Test and install patches & updates for the Academy's MIS system.

- Work with the Regional IT Manager to implement the Academy's ICT vision and core values.
 - Undertake other IT related tasks as required by the Regional IT Manager.
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STUDENT WELFARE

- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.
 - Maintain an environment which feels safe and enables students to report any concerns or complaints.
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LIAISON

- Proactively promote the school values and mission statement fostering an atmosphere of respect, recognition, celebration and mutual support in the school.
 - Liaise with the Regional IT Manager.
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EVENTS

- Support the Regional IT Manager Team with the organisation of professional development days.
- Support the Regional IT Manager in any Academy wide events.
- Support the Regional IT Manager at major annual events as needed (this may include a few evening events).

General Additional duties

- Undertake tasks as required by the Regional IT Manager or Academy Principal.
- To participate in the school's performance appraisal scheme and, to undertake training continuing professional/personal development of self and others as appropriate

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 qualifications in English and Maths 	<ul style="list-style-type: none"> Professional ICT qualifications (e.g.) Microsoft
EXPERIENCE	<ul style="list-style-type: none"> Recent and relevant experience of working within an education or public sector environment. 	
KNOWLEDGE AND TECHNICAL SKILLS	<ul style="list-style-type: none"> A knowledge of the safeguarding responsibilities of adults working within a school environment. An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations Knowledge of Microsoft Windows 7/8/10, Office software and other desktop products, Microsoft Windows Server 2008/2012, Microsoft Active directory, Anti-Virus, Web filtering systems. Knowledge of networking and management of network hardware such as switches & wireless systems. Excellent communication, numeracy and literacy skills. Ability to prioritise tasks and work under pressure during troubleshooting and problem-solving. 	<ul style="list-style-type: none"> Knowledge of interactive Whiteboards, touchscreens and associated software. Knowledge of cloud-based systems such as Office 365. Knowledge of SIMS Management Information system. Knowledge of child protection.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> To be able to interpret and analyse complex information. High professional and personal standards in both work and conduct. Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently. Ability to convey technical problems to non-technical staff. Confident in dealing with all levels of stakeholders. Strong in personal drive and willingness to get things done. Good time management. Openness to learning, change and personal development. Resilience and motivation to manage day-to-day challenges Accepts accountability and takes personal responsibility for their own actions Commitment to further training and professional development High levels of discretion Good use of Microsoft packages 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Flexible approach to working hours as and when required. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.