



ICT Technician Recruitment Pack



A MEMBER OF
WCAT



RECRUITMENT PACK CONTENTS

	Page
Wakefield City Academies Trust – Vision and Ethos	3-4
Letter from the Chair	5
About Our Academy	6
ICT Technician Job Description	7-9
ICT Technician Person Specification	10-11
Copy of the Advert	12



WAKEFIELD CITY ACADEMIES TRUST VISION AND ETHOS

Vision Statement

WCAT is a Multi-Academy Sponsor, specialising in the development of World-Class Academies which set high standards and give young people access to opportunities through outstanding teaching and inspirational leadership. WCAT Academies are proudly at the heart of their communities and community learning, working with local authorities, employers and other high performing educational institutions.

What is our Ethos?

- WCAT is renowned for its moral purpose and its unshakeable belief that all can succeed, whatever their circumstances or background, when given a positive climate where support, encouragement and confidence building predominates, backed by high quality teaching and learning.
- WCAT is committed to **“Achieving Excellence through Partnership”**.
- WCAT is committed to supporting the development of children, young adults and staff, at ease with themselves and each other, with the knowledge and skills to thrive in the midst of exponential change.
- WCAT will aim to achieve high level success through nurturing the adaptability of our people, their passion and ability to work in partnership and sparking each other to be creative and innovative.

Principles Underlying our Academies

- WCAT Academies refuse to place limitations on any pupil's/student's performance and, as a consequence, pupils/students become increasingly ambitious and self-motivated as learners.
- WCAT has at the heart of its aims as a Trust a recognition that exceptional Academies are built upon key foundations:
 - excellent leadership;
 - high standards of professional effectiveness;
 - a relentless focus on improvement;
 - very high standards of behaviour;
 - a constant focus on teaching, learning and innovation;
 - risk taking and succession planning;
 - working hard and having fun.



- WCAT's core business and finance services have been designed to support the leadership and management of our Academies, and are critically important in ensuring that every pupil/student is successful in achieving his/her personal targets, both academic and personal.
- WCAT follow Local Authority admissions criteria, adopting the existing catchment area.
- WCAT believe that local children should attend local Schools and, as a Trust, we are not selective.
- WCAT is renowned as an employer of excellence. Providing outstanding professional development and training combined with an extensive range of career development opportunities, every colleague feels valued and appreciated.
- WCAT will support the Academy Local Governing Body in terms of accountability, transparency and visibility, introducing unique governance technologies that allow governors to work in sync with their Academy no matter what their location.

WCAT believes that all young people, regardless of their background or ability, prosper in outstanding education establishments.



Mexborough Academy

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South Yorkshire S64 9SD

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www.mexboroughacademy.org

Headteacher: Richard Wood

Dear Applicant

Thank you for your interest in the position of ICT Technician at Mexborough Academy.

Wakefield City Academies Trust - WCAT and the Local Governing Body are looking to appoint highly motivated and inspirational people who can take the Academy forward and deliver the Trust's vision and ethos. We value every student's welfare and strive to give every student an opportunity to progress to their best ability, with the help of a very dedicated team of staff, governors, parents and students.

The successful applicant will join a team of dedicated and committed staff, who strive to achieve and raise the very best academic standards and well-being of every student, ensuring that every student is given the best possible chance to gain a very good standard of education.

The Academy has many good attributes and we are seeking to appoint staff who will carry on and enhance these qualities by working closely as a team alongside governors, parents, students and the local community.

I hope this will inspire you to apply for this position and I look forward to receiving your application. If you would like to visit the Academy this can be arranged by appointment and details are available in the application pack. Once again thank you for your interest in the position.

Yours sincerely

Katherine Steele

Katherine Steele
Chair – Local Governing Body



ABOUT OUR ACADEMY

We are an 11–18 Academy set in extensive, attractive grounds and playing fields. We enjoy state-of-the-art facilities in a recently built and well equipped building.

Our aim is to encourage our students to develop into mature and confident young people willing and able to play an active part in Academy life, participating in different learning experiences. Our students are valued and supported and given opportunities for personal development through a wide range of subjects and extra-curricular activities. We believe that everybody can achieve and experience success throughout the seven years at Mexborough Academy. We have very talented teaching and support staff, who are friendly, welcoming and helpful. There is a genuine concern to provide high quality education alongside support for our students. We are a fully inclusive Academy preparing students with the skills to learn throughout their lives.

The Academy seeks to ensure that students' attain the highest possible standards in Literacy and Numeracy through quality learning experiences in the full range of National Curriculum subjects, within a supportive and challenging environment. The Academy is proud of its exciting and stimulating wider curriculum.

We celebrate our diversity and value everyone equally, working tirelessly to allow children to flourish whatever their ability or talent. All students are unique and have a valuable contribution to make towards our Academy. We regard the potential success of each individual student's education as being the shared responsibility of themselves, their parents/carers and their teachers. Through a commitment to this sense of collective responsibility we will create an environment that promotes life-long learning and the vision that education is an ongoing process that stays with students throughout their lives.

We insist on the highest standards of behaviour and expect that students will do their best at all times.

All students should leave the Academy at the end of the day happy and eager to share with you some of their experiences.

We are ambitious about the future of Mexborough Academy. With the support of Wakefield City Academies Trust we have already begun our journey to improving the Academy to good and beyond.



Job Description & Person Specification

ICT Technician



JOB DESCRIPTION

Wakefield City Academies Trust - WCAT is a multi-academy sponsor, specialising in the development of world-class academies which set high standards and give young people access to opportunities through excellent teaching and inspirational leadership. WCAT academies are at the heart of their communities and community learning, and work with local authorities, employers and high performing educational institutions.

JOB TITLE:	ICT Technician
GRADE/SALARY:	Grade 6, points 18-22, £17714 - £19742 dependent on experience and qualifications. 37 hours, full time, permanent.
RESPONSIBLE TO:	Network Manager/SLT
JOB PURPOSE:	To provide development, guidance and ICT technical support to ensure that the Academy's ICT functions enhance the quality of teaching and learning within the academy. To provide support to other academies within the trust.

KEY RESPONSIBILITIES

PLANNING

- To assist in the planning of future developments and upgrades to the ICT infrastructure to meet the evolving needs of education.

RELATIONSHIPS/LIAISONS:

- Interact on a professional level with the management team, staff and students.
- Negotiate effectively with suppliers, obtaining prices, and negotiating service level agreements where appropriate.
- To train teaching and support staff in the use of existing and new hardware and software.
- To produce digital training materials for use by staff and students.

KEY RESPONSIBILITIES

- To enhance the use of ICT across the academy.
- To support the effective use of ICT resources.
- To support and develop the academy's ICT infrastructure, servers, workstations and MIS and advise on the purchase of hardware, software and licensing.
- To ensure that the inventory of computer equipment is accurate.
- To provide timely and effective responses to ICT issues identified by staff and students.
- Diagnose and rectify network faults, seeking external assistance where necessary and training network users in fault avoidance and efficient use of the network.
- To provide technical advice on the MIS (currently SIMS) and telephone systems including general networking, expanded use of the systems, implementing upgrades and new modules.



- Maintain specialist equipment, diagnose hardware and software problems, check for safety and undertake repairs.
- To support the trust wide, externally hosted, 'Corero' finance package.
- Demonstrate and assist others in the safe and effective use of ICT equipment and materials.
- To provide support and guidance for management and security of online examination systems.
- To maintain and support the academy website.
- To support the academy eMail and communication systems. Including parental communications.
- To support the academy backup systems and disaster contingencies with reference to networks and ICT provision.
- To monitor internet usage by students and staff ensuring compliance with the academy's Acceptable Use Policy.
- Monitor and manage stock and supplies as required.
- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Be active in developing own technical and professional skills.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities by the Headteacher, commensurate with the grading of the post, without changing the general character of the post.



PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	Essential	Desirable	Evidenced
Good level of education including numeracy and literacy skills and evidence of computer training and experience	✓		AF
Appropriate Vendor qualifications (e.g. Microsoft, Cisco)		✓	AF

RELEVANT EXPERIENCE	Essential	Desirable	Evidenced
Experience of Windows XP, Vista and 7 operating systems, word-processing and desktop publishing programs	✓		AF/Test
Microsoft Office Suite (all applications)	✓		AF/Test
Recent evidence of computer hardware/software diagnostic experience	✓		AF/Test
Knowledge of, and ability to repair PC hardware problems in a networked environment	✓		AF/Test
Experience of MS Exchange and MS SQL		✓	AF/Test
Experience in working with hubs, switches and routers		✓	AF/Test
Cisco network experience		✓	AF/Test
Knowledge of CAT 5 network cabling infrastructures, hubs, patch panels, etc.		✓	AF/Test
Windows network development and maintenance, set up and maintenance of network servers, installation and configuration of networks switches		✓	AF/Test
Experience of working in an educational or local authority environment		✓	AF/Test
Knowledge and understanding of server back-up strategies		✓	AF/Test
Familiar with Linux/Unix based proxies		✓	AF/Test

KNOWLEDGE AND SKILLS	Essential	Desirable	Evidenced
A strong commitment to the development of ICT in a teaching environment	✓		AF/IR/Test
Good interpersonal skills. Understanding and knowledge of the importance of PC security and especially regarding the safeguarding of young people and data protection	✓		AF/I/R/Test
Knowledge of SIMS/FMS		✓	AF/I/R/Test
Ability to deliver staff training sessions		✓	AF/I/R/Test
Evidence of CPD and training in ICT		✓	AF/I/R/Test
Broad awareness of the use of ICT in schools		✓	AF/I/R/Test

PERSONAL CHARACTERISTICS	Essential	Desirable	Evidenced
Ability to work as part of a team and to assist staff and student development	✓		I/R
Ability to organise, prioritise and plan effectively	✓		I/R
Able to work under pressure, be flexible and adaptable	✓		I/R
Having a can do positive attitude	✓		I/R
Ability to support staff and students during lessons within classroom	✓		I/R
A flexible approach to carry out a wide scope of duties within the school	✓		I/R



PERSONAL CHARACTERISTICS, CONT.	Essential	Desirable	Evidenced
Commitment to equal opportunities	✓		I/R
A satisfactory DBS	✓		

COMPETENCIES
<p>Focus on Outcomes Takes responsibility for achieving specific, challenging objectives within an agreed time scale and budget, and meeting or exceeding required quality standards. Displays the drive, determination and resilience to mobilise people and resources towards achieving results that meet stakeholder needs. Ready to challenge existing ways of thinking/behaving in a persistent search for ways of improving performance.</p>
<p>Communication Displays clarity and openness in communication both written and verbal to colleagues and stakeholders. Communicates information in an appropriate and effective manner.</p>
<p>Managing Resources Innovatively Critically and continuously examines how to gain optimum value from finite resources. Shows the ability to break out of established ways of thinking in the search for innovative ways of improving performance without dropping essential standards or putting the organisation under undue pressure.</p>
<p>Personal Effectiveness Behaves consistently within a corporate context; quickly adapts to varying environments with differing tasks and people. Derives personal satisfaction working within the Trust and Academy culture and values. Manages work pressures well, showing both resilience and tenacity.</p>



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ICT TECHNICIAN

The Governors and Headteacher of Mexborough Academy are seeking to appoint an ICT Technician for a position commencing September 2016. Salary Grade 6, point 18-22, £17,714 to £19,742, dependent on experience and qualifications. 37 hours per week, full time, permanent

WCAT are looking to appoint an inspirational and highly motivated individual to join our committed team.

- Do you have high career expectations?
- Would you welcome the opportunity to share your outstanding practice?

WCAT can offer:

- The opportunity to be part of an Outstanding Trust
- The support and expertise of the Secondary Academies Leadership Team
- Commitment to Continuous Professional Development
- A learning environment where excellence is our goal
- The opportunity to support colleagues in Academies across the Trust

We can offer a happy, supportive atmosphere, a hardworking staff team and great opportunities for professional and personal development. If you think you can make a positive and confident contribution to our academy, have the energy, commitment and ambition we would like to hear from you.

Prospective candidates are strongly encouraged to visit the academy. Mutually convenient times can be arranged. Please telephone The Network Manager, Gareth Harle on 07985342172 to make an appointment.

The closing date for applications: Monday 15 August 2016

Interviews: Friday 19 August 2016

For a recruitment pack or application form, please contact Gareth Harle 07985342172 gareth@mexboroughacademy.co.uk Completed applications should be sent to the same email address.

Wakefield City Academies Trust and the Academy are committed to safeguarding and promoting the welfare of children and young people: applicants must be willing to undergo a child protection screening, including checks with the disclosure and barring services and past employers.

