Girls' Learning Trust

GLT
IT Technician

Application Pack

December 2019

Contents

Letter from the DFO 3

Trust Overview 4

Job Description 7

Person Specification 9

Application Process 11

Letter from the DFO

December 2019

Dear Candidate,

Thank you for your interest in the position of IT Technician for the Girls' Learning Trust.

We are seeking to appoint an enthusiastic and experienced individual who will bring expertise and drive to our IT Support Department, whilst working as part of a centralised team and supporting the next exciting phase of our growth. The successful candidate will be positive and energetic, ideally with past experience in a similar role.

The Girls' Learning Trust ('GLT') was formed on 1 September 2015 and was originally called the Nonsuch and Wallington Education Trust. At first, there were two schools: Nonsuch High School for Girls and Wallington High School for Girls. Then, in April 2018, Carshalton High School for Girls joined the Trust. All three schools are high performing, successful schools located in the London Borough of Sutton.

GLT is a trust that delivers a first class education to young women. Our priority is girls' education and we are the only all-girls multi-academy trust in the UK. In order to achieve our aims we require colleagues who share our enthusiasm for education.

Our website pages seek to provide a clear picture of our vision and aspirations for the future. However, please do not hesitate to contact us to seek further information.

We very much look forward to receiving your application.

Sincerely



Helen Latham
Director of Finance & Operations

Trust Overview

Strategic Aims

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

With around 4,000 students, 400 staff and a highly effective operating model, GLT gives member schools the financial and operational strength to drive school improvement and provides increased opportunities for students and staff across the Trust. We currently aim to be a 5 school multi-academy trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

Core Purpose

GLT exists as an all-girls trust that delivers a first class education to young women ensuring that they realise their full potential and are well prepared for their future.

This is achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please follow the link below:
www.nonsuchschool.org/321/welcome-from-the-ceo

Our Schools

All three schools in the Trust (Carshalton, Nonsuch and Wallington High School for Girls) share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

Although the Trust plays an important role in each school, the GLT model ensures that each school retains its own unique identity, which can be seen when visiting the schools or looking at the school websites (see below).

More information on the schools in our Trust can be found here:

Carshalton High School for Girls

Headteacher: Mr. Maurice Devenney
Students: Approximately 1,350 students
Address: West Street, Carshalton SM5 2QX
Website: http://www.chsg.org.uk/

Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla
Students: Approximately 1,350 students
Address: Ewell Road, Cheam SM3 8AB
Website: http://www.nonsuchschool.org/

Wallington High School for Girls

Headteacher: Mr. Richard Booth
Students: Approximately 1,450 students
Address: Woodcote Road, Wallington SM6 0PH
Website: http://www.wallingtongirls.org.uk

Job Description:	GLT IT Technician
Grade:	GLT Range 2 (£20,466pa - £21,981)
Line Manager:	**GLT Head of IT**
Supervisory Responsibility:	N/A
Hours:	36hrs per week, 52 weeks per year
Location:	Various locations within the Trust on a scheduled basis.

Main purposes of the job

- To provide broad support to the IT infrastructure, users and Media systems.
- To support the continued development of robust procedures, policies and protocols within the IT Support Team to facilitate excellent support and IT provision throughout the Trust
- To act as a first aider.

Main responsibilities and tasks

- Assist with maintaining network connectivity including some Cisco Layer 3 switch configuration and wireless infrastructure management
- Maintain all staff and student IT provision including PC's, Laptops and tablets running Windows 10, Windows 8.1 Pro and Android operating systems.
- Help maintain the network infrastructure including VMWare ESXi, Windows servers, AD and Group Policy, SAN and NAS deployment, Sophos Anti-virus, Eclipse.net Library system, Printers and Control software and Web filtering.
- Maintain department records including Inventory, VLAN configuration records.
- Assist with maintaining License compliance for all Trust systems and software.
- Manage and maintain data backups.
- Develop documentation and training materials for internal team reference, staff training and VLE resource development.
- Assist the IT Team in managing the VOIP telephone system.
- Supervise the replenishment of IT consumables including data projector bulbs, storage media and batteries.
- Sourcing and resourcing in support of project development and ad-hoc works as required.
- Manage client expectations in line with department guidelines.
- Dynamically manage support call priorities by responding to 1st line support calls for client IT and AV queries.
- Organise and supervise external support engineers and equipment repairs as required.
- Appropriately respond to and communicate about escalated 2nd and 3rd line support calls.
- Undertake some project development work in support of the Trust's Improvement Plan and the IT Strategy as identified by the Head of IT.
- Ensure timely completion of scheduled projects with the Head of IT.

- To undertake and maintain training in First Aid (Emergency At Work), and to act as a First Aider, when called upon, and if necessary supervise students/staff in the Medical Room, in accordance with the Duty Rota.

General duties

- To be aware of and comply with School and Trust-wide policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To participate in training, other learning activities and performance development as required.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Head of IT, as the Head of IT shall from time-to-time reasonably require.

Key measures of success

- All IT systems are appropriately maintained to provide as close to 100% up-time to support all aspects of the core business of the Trust
- Students and staff receive appropriate levels of support and response times for problem resolution, in line with department guidelines
- Continuity of service is maintained in line with department guidelines including communicating with clients about the status of their support requests.
- IT development projects are delivered on time.
- Clients have a positive experience of IT Support and the IT Facilities.

Signatures

Signature of Manager: Date:

Signature of Post Holder: Date:

Girls' Learning Trust
Person Specification

Job Title: GLT IT Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	• Experience of assisting in the management of a large Microsoft network • Experience of proactively supporting users, with varying degrees of ability, to a high standard.	• VLAN administration experience • VoIP telephony administration experience • Experience of delivering ICT training • Experience in the education sector	Application form Interview
Education & Training	• Educated to "A" level standard or equivalent.	• Recognised IT training/qualifications • Network infrastructure training • First Aid trained	Application form Educational certificates
Skills & Abilities	• Ability to communicate effectively with both students and staff verbally and in writing. • Ability and willingness to learn new skills and show a commitment towards professional development. • Ability to troubleshoot and resolve general hardware and software related issues. • Ability to use initiative in completing tasks • Ability to work as part of a small team and as an individual		Application form Interview

Notes to Applicants

Safeguarding

Girls Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit our school website: http://www.wallingtongirls.org.uk/Policies

We hope that after reading the information pack you will want to apply for the post advertised.

Application Process

Please visit our website – Vacancies and download the **Application Form**
http://www.nonsuchschool.org/43/vacancies

In the Application Form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples in the Statement of Suitability section of the Application Form to support your application.

The completed Application Form should be submitted to Natasha Geoffrey, Trust HR Manager at ngeoffrey@girlslearningtrust.org

Closing date

Applications must n=be received by and no later than **Friday 3 January at 12 noon**.
Applications received after this time will not be included. Shortlisting will be finalised and shortlisted candidates notified on as soon as possible. We regret that due to the volume of interest, we will not be contacting unsuccessful candidates.

Interviews

Shortlisted candidates will be invited for interview, dates and times are to be confirmed. The interview process will consist of practical tests related to the Person Specification, alongside a formal interview(s).

For your convenience our specimen contracts can be viewed on the vacancy page of the schools' websites

Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Additional Information

If you would like further information, please email:

Peter Creaser
GLT Head of IT
Email: pcreaser@girlslearningtrust.org