



**Bideford College**

Part of the Launceston College Multi-Academy Trust



# Applicant Pack

## IT Technician

<b>Job Title:</b> IT Technician	<b>Start date:</b> As soon as possible
<b>School base:</b> Bideford College	<b>Contract type:</b> 22.5 hours, term time plus 15 days (This is 5 INSET days plus 10 days in the school holidays). A full driving license and own transport will be required for this role.
<b>Closing Date:</b> Thursday 8 <sup>th</sup> September 9am, 2022	<b>Salary:</b> C1, £9.90, per hour, (£19,099 FTE), actual salary £10,365.29
<b>Interviews on:</b> Thursday 15 <sup>th</sup> September 2022	<b>Contract term:</b> Permanent

## Our Trust

Bideford College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Egloskerry Primary, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**



**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**

## Our College

Bideford College is a large 11 – 18 secondary school on the North Devon coast. It aims to ensure that all students, regardless of socio-economic background can successfully move on to their next step in education or employment with the skills and qualifications they need. We do this through a broad and balanced curriculum and co-curricular offer which enables students to develop resilience, knowledge and contribute positively to the local and global community. We are committed to driving up standards, insisting on high expectations and raising the aspirations of our students.



We are proud of the broad and balanced curriculum that we offer our students in both the main school and in the sixth form. It offers the potential to develop a range of academic and vocational skills that prepares young people for careers in the 21st century. This is underpinned by a wealth of extra-curricular opportunities that nurtures the development of sporting, artistic and technical talents that sees our students succeed at a local, national and international level.

Bideford College is a caring community and we are proud of the inclusive school climate that has been created through the positive relationships developed between students and staff. We want our students to feel safe in the learning culture that exists in the classrooms of the college.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint an **IT Technician**.

**Responsible to:** ICT Site Supervisor

**Direct Supervisory Responsibility for:** None

**Indirect Supervisory Responsibility for:** None

**Important Functional Relationships** Internal: ICT Supervisor, MAT ICT Manager, ICT Technicians, teaching and support staff, students, Heads of Faculty, Teachers, Principal, Academy leadership team, other school staff.

External: Students and staff at other MAT schools and other supported schools. Parents, Governors, LA Officers and Advisers, Suppliers of goods and services.

**Main Purpose of Job:**

To work in our ICT support team as a technician, mainly based at the Bideford College site, but also supporting Atlantic Academy and other schools in the Launceston College MAT.

**Main Duties and Responsibilities:**

1. To assist in ensuring an effective and efficient operation of each school/college's network, ICT equipment and systems including completing routine maintenance of School ICT systems, backing up systems, cleaning, monitoring computer equipment and adhering to the network security processes.
2. To provide first line support through the use of the colleges help desk system, face to face and over the phone.
3. To provide assistance to staff and students in using the available ICT facilities. To advise on safe use the Internet, including promotion of the school website, in accordance with the College Internet Policy.
4. To keep documentation and records up to date to ensure the smooth running of the team.
5. To assist in regular audits stock takes of each school/college's ICT hardware and software at the direction of the ICT Supervisor. To report any irregularities to the ICT Site Supervisor.
6. To assist in the provision of an ICT diagnostic and repair service (as qualified) as directed, including contacting outside agencies, co-ordinating arrangements to ensure prompt and successful solutions to ICT problems.
7. To assist with maintaining stocks of spare parts and consumables and re-ordering as directed by the ICT Site Supervisor.

8. To ensure that the school remains compliant with software licensing.
9. To maintain an awareness of new developments in Information and Communications Technology.

### **General responsibilities**

1. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
2. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Academy Equal Opportunities Policy/Code of Conduct, national legislation (Health and Safety, GDPR).
3. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
4. To be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required.

## Person Specification

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	Experience using a computer and printing	Experience of running/servicing high volume photo copiers  Experience in a school/college or similar environment.	Application form. Interview.
<b>Education and Training</b>	Attainment of GCSE qualifications in Maths and English (or be able to demonstrate an equivalent level of numeracy and literacy skills).		Application form.
<b>Special Knowledge and Skills</b>	Good typing and word processing skills.  Good oral and written skills.  Good organisational skills.  Good communication skills.		Interview.
<b>Any additional factors</b>	Self-motivated and enthusiastic.  Team worker.  Ability to work on own initiative.  Ability to communicate at all levels.  Practical approach, able to work to tight deadlines.		Interview.

## To apply:

To apply for this job, please complete the application form: (provided in two formats below):  
*(Please note that for the Word application, you may have to download the file)*

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### **Safeguarding Statement:**

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.