

# RECRUITMENT PACK

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# IT Technician

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JANUARY 2024



The Archbishop Lanfranc Academy  
Mitcham Road, Croydon, CR9 3AS

📞 020 8689 1255

✉ [office@lanfranc.org.uk](mailto:office@lanfranc.org.uk)

🌐 [www.lanfranc.org.uk](http://www.lanfranc.org.uk)



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ARCHBISHOP  
LANFRANC

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# Welcome

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Thank you so much for your interest in The Archbishop Lanfranc Academy, and for considering becoming part of ‘Team TALA’. There’s been a school on this site for nearly 100 years, and, despite being a new academy with a new building, we’re proud of our history and our place in the community.

The Archbishop Lanfranc Academy is a modern, vibrant community and yet one with a long and historic tradition of educating students from the three London boroughs on whose crossroads we sit – Croydon, Merton and Sutton. The Academy is proud of its history, and through its various incarnations, has educated children from its local community since 1931.

We are an 11–16 mixed, comprehensive secondary of about 850 students, situated on the north Croydon/Mitcham border. We benefit from a lovely site with brand new buildings; some great sports facilities (including a fully equipped gym available for staff); plenty of on-site parking; good public transport links and well resourced, purpose built, classrooms and learning spaces, rebuilt in September 2017. The Academy also benefits from an on-site nursery open to both staff and the general public which has a grading of “Good” from Ofsted.

We are committed to high-quality, collaborative and relevant CPD for all members of staff to enable and support them to make the best possible progress in their role and in their future career development. As a growing school there are many opportunities for ‘in-house’ progression.

But more than that, we are a school with a vision for outstanding education and care for all of our students, and are made up of passionate, hardworking staff, and energetic determined students. We invest in our staff, whatever stage of their career, and support and challenge all colleagues to deliver the very best possible experience for our students.

For more information about the school, see:

- [Our student prospectus](#)
- [Performance tables](#)
- [Our Ofsted report](#)

Or, better still, contact us for a discussion or to arrange a visit to come and see us: [office@lanfranc.org.uk](mailto:office@lanfranc.org.uk)

Many thanks,

**Simon Trehearn**  
**Principal**

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# Our Values

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## TALA Mission Statement

The Archbishop Lanfranc Academy exists to serve and empower its diverse community by providing an inclusive, safe and nurturing environment that values and celebrates cultural differences. TALA Vision and Values are promoted to all students so they can achieve their goals in a rapidly changing world.

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## TALA Vision

Students at The Archbishop Lanfranc Academy are successful learners who strive for excellence academically, creatively and socially. By focusing on personal growth, they become aspirational, resilient, confident and principled adults.

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## TALA Values

**T**TEAMWORK – We all contribute to the betterment of the ‘teams’ we are in

**A**ACCOUNTABILITY – We are responsible for our own development and behaviour

**L**LEADERSHIP – We have the power to exert influence and bring about change

**A**ASPIRATION – We place no limits on what we can achieve

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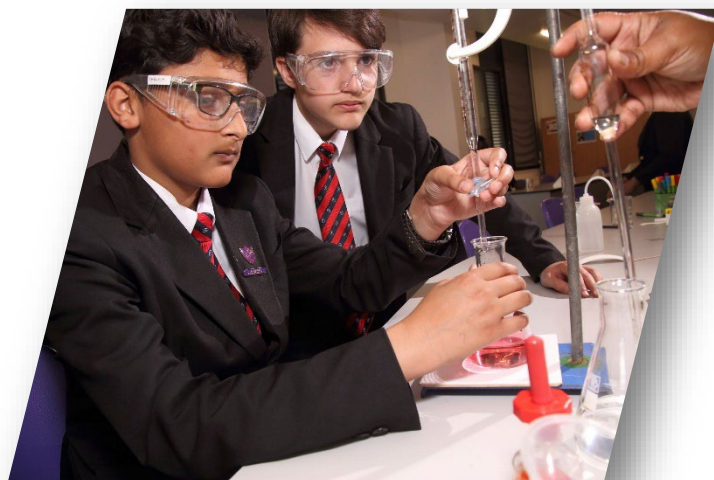
# IT Technician

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We are seeking to appoint a committed colleague to join our team in the role of IT Technician and support the work of the Director of IT.

The Academy's new site benefits from state of the art IT facilities; and the service provided by the IT Team ensures our facilities are well maintained; we are proactive in our replacement and upgrades and look to develop the opportunities IT can support teaching and learning and our broader work.

Following a supportive induction process, on-going training and development would be in place to support this colleague.



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# Job Description

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<b>Job Title:</b>	<b>IT Technician</b>
<b>Accountable To:</b>	<b>Principal &amp; Governing Body</b>
<b>Responsible To:</b>	<b>Director of IT</b>
<b>Salary Range:</b>	<b>S7 to S12 (£27,956 - £32,429)</b>

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## **Accountable For:**

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

## **RESPONSIBILITIES**

### **Overall Responsibility**

- 1) To contribute to, on a day-to-day basis, the provision, monitoring, maintenance and development of effective IT systems, including hardware and software.
- 2) To assist in managing the IT budget, ensuring best value in all purchases.
- 3) To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

## **DUTIES**

### **Hardware and Software**

- 1) Assist with the supply, installation, maintenance and repair of the Academy's IT hardware and information systems, including full diagnostic procedures.
- 2) Oversee the installation and testing of new software.
- 3) Oversee the Academy's provision of appropriate software to its users.
- 4) Maintain an up-to-date inventory of all the Academy's computer software and licences, including registering software and checking that all licences are valid.

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- 5) Act as a source of knowledge and advice on the compatibility of new resources with existing systems, and on existing hardware with new operating systems.

### **Internet and Data Security**

- 1) Help to ensure that the Academy's internet access policy is implemented.
- 2) Identify systems within the Academy that are likely to fail and propose solutions.
- 3) Help to ensure the Academy's anti-virus, firewall and anti-spyware software is properly installed, kept up-to-date and working properly.
- 4) Help to maintain the Academy's backup procedures.
- 5) Assist in managing the Academy website.

### **Stock and Resources**

- 1) Assist in the allocation of the resources made available for IT with maximum efficiency to meet the objectives of the IT Improvement Plan.
- 2) Manage the distribution and inventory of consumables, e.g. toners.
- 3) Help to devise strategies and policies to control the proper use of equipment and resources, e.g. the economic use of consumables.

### **Networking**

- 1) Carry out routine network maintenance checks.
- 2) Ensure that the servers and IT systems are in good order.
- 3) Provide adequate technical support to run the Network systems efficiently.
- 4) Assist with the operation and maintenance of Intranet and Website facilities for the Academy, liaising closely with the Director of IT.
- 5) Set up, maintain and remove user and email accounts, including password management.

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## Health and Safety

- 1) Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- 2) Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- 3) Support the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.
- 4) Be aware of specific health and safety issues relating to ICT and implement relevant precautions and routines.

## Support Requests

- 1) Manage and contribute at a complex level to the process of recording/analysing incident reports with the aim of providing resolutions as appropriate – seeking assistance/advice/external support as necessary.
- 2) Propose and/or take actions as necessary if significant or system wide actions are required to solve incidents and to prevent re-occurrence.
- 3) Ensure that a log is kept of all the technical faults that occur with the Academy's computer equipment (hardware and software).
- 4) Maintain the server log and use the records to make suggestions to the Director of ICT on future developments and improvements.

## Continuing Professional Development

- 1) In conjunction with the Director of IT, take responsibility for personal professional development, keeping up-to-date with research and developments in IT Provision.
- 2) Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- 3) Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- 4) Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

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### Other Requirements

- 1) To promote and safeguard the welfare of children at the Academy.
- 2) To maintain confidentiality at all times.
- 3) To be aware of and adhere to all Academy policies and procedures.
- 4) To carry out any other duties as may be reasonably required by the Principal.
- 5) To work in support of the Academy Improvement Plan.
- 6) To take time to read notices, keep to deadlines and carry out duties to the best of your ability.



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# Person Specification

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## Qualifications

- English and mathematics to (at least) GCSE level or equivalent

## Experience

- Experience working with young people in a school setting
- Evidence of making an effective contribution to a team

## Skills and Attributes

- An understanding and interest in IT hardware and software
- Capacity to work alongside colleagues, contributing effectively to overarching aims and priorities
- Ability to quickly establish and maintain positive relationships with students, staff and parents
- Ability to demonstrate and promote good practice in line with the ethos of the Archbishop Lanfranc Academy
- Understanding of safeguarding issues and promoting the welfare of children and young people
- Well-developed communication skills, including high level of written and oral literacy and competent ICT use
- Suitability to work with children
- Potential for professional progression

**The Archbishop Lanfranc Academy** is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Candidates should be aware that a check of social media accounts may take place during screening.

Appointment will be dependent upon further health, medical and attendance checks.

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# How To Apply

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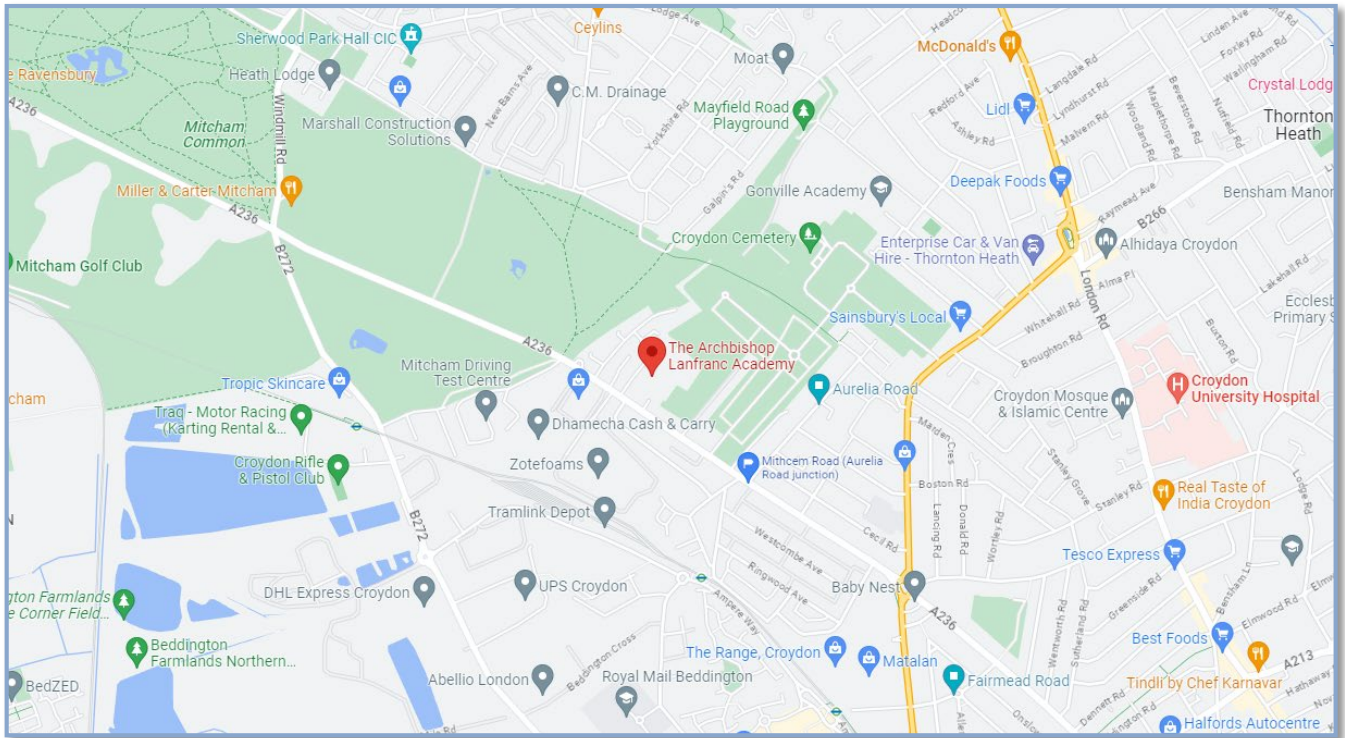
To apply for this position, please complete the Academy's application form available both on the [TES](#) and on the academy website, under the vacancies section, at [www.lanfranc.org.uk](http://www.lanfranc.org.uk).

Completed application forms can be returned by mail/ email to:

The Principal  
The Archbishop Lanfranc Academy  
Mitcham Road  
Croydon  
CR9 3AS

Email: [recruitment@lanfranc.org.uk](mailto:recruitment@lanfranc.org.uk)

# How To Find Us



## Bus Routes:

152, 255, 264, 455 and 463

## Tramlink:

Therapia Lane and West Croydon

**The Archbishop Lanfranc Academy**  
Mitcham Road, Croydon, CR9 3AS

📞 020 8689 1255

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