

# Candidate brief for the position of: Trust IT Technician

Application Deadline – ASAP

Suitable candidates will be interviewed before the closing date and Inicio Educational Trust reserves the right to withdraw the position if an early appointment is made.



Dear Applicant

Thank you for expressing an interest in the post of IT Technician at Inicio Educational Trust. This pack tells you more about our trust, the role and the person we are looking for.



As a trust, we currently comprise of three secondary schools across the London Borough of Bromley, as outlined on the next page. There are an additional two schools (one secondary, one primary) that are also looking to merge with our trust this academic year, and we have future growth plans in place beyond this.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This post is available ASAP and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference. The successful candidate will join the trust at an exciting time as we continue to grow, offering opportunities for enhanced professional and career development for colleagues.

When completing the application form, please follow the instructions and demonstrate clearly how you meet the person specification and job description.

We very much look forward to receiving your application.

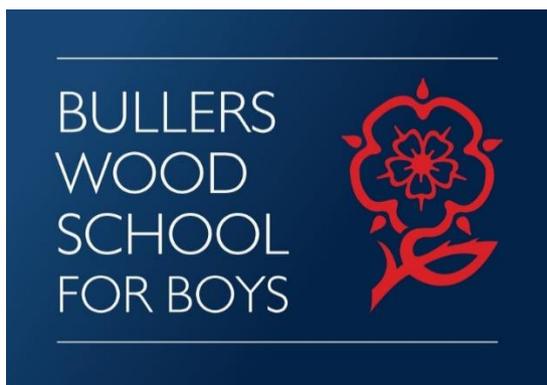
Yours sincerely



Terry Millar  
Chief Executive

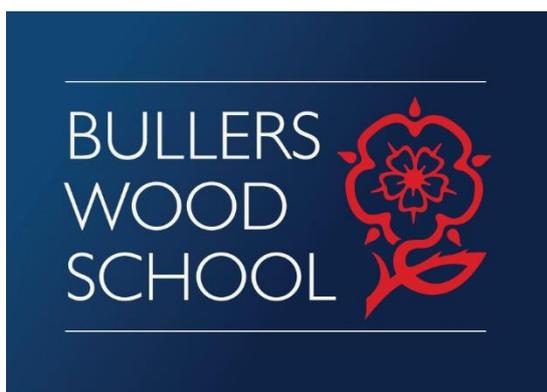
## Our Trust: Schools

From September 2023, our trust will be formed of three secondary schools based in the London Borough of Bromley.



### Bullers Wood School for Boys

Age range: 11-16  
NOR: 900  
Ofsted: Good (February 2023)  
Headteacher: Anne Gouldthorpe  
Website: [www.bwsboys.org](http://www.bwsboys.org)



### Bullers Wood School for Girls

Age range: 11-18  
NOR: 1580  
Ofsted: Outstanding (May 2011)  
Headteacher: Simon Hardwick  
Website: [www.bwsgirls.org](http://www.bwsgirls.org)



### Chislehurst School for Girls

Age range: 11-18  
NOR: 1100  
Ofsted: Good (January 2023)  
Headteacher: Maria French  
Website: [www.chislehurstschoolforgirls.co.uk](http://www.chislehurstschoolforgirls.co.uk)

## Position Summary

Position:	Trust IT Technician
Location:	Chislehurst School for Girls
Reports to:	Trust IT Manager, Chris Willis
Hours of Duty:	36 hours per week with the following <b>indicative</b> start and finish times:  8.00 a.m. to 4.00 p.m. Monday to Friday This includes unpaid breaks totalling 45 minutes per day.  Occasional flexibility on start and finish times may be requested.
Contract:	52 weeks per annum
Salary:	BR6 range £24,843 - £27,248 at present
Holiday:	20 days p.a. in the leave year   September to 31 August, plus two statutory and two concessionary days p.a. Holiday may be taken only after having obtained prior written permission from the Trust IT Manager. You may be required to be present for the A level and GCSE exam results days each summer.

## Responsibility

To be accountable to the Trust IT Manager with responsibility for the provision and maintenance of computing facilities, in order to ensure the uninterrupted delivery of IT to all schools within the Trust.

Specific duties will include:

- To provide classroom support for computers, peripherals and software.
- To resolve help desk support requests in a timely manner, prioritising and escalating where appropriate.
- To support all schools in the trust, including roaming between sites when necessary as instructed by the Trust IT Manager.
- To perform routine network maintenance tasks.
- To provide advice and practical support to students and staff to ensure compliance with safe working practices.

- To be able to set up, maintain and remove user network accounts where appropriate.
- Support staff in the use of ICT equipment.
- Support the day to day running of the network in collaboration with the Trust IT Manager.
- To be able to install hardware and software in offices and classrooms.
- To be able to support SIMS MIS and liaise with relevant support.
- To maintain, install and remove software and hardware.
- To support and maintain Office 365 and Google G-Suite.
- To keep abreast of new developments in IT hardware and systems software and advise the Trust IT Manager accordingly.
- To perform routine ICT tasks.
- To be familiar with and support the schools VLE.
- To set up AV equipment for assemblies, meetings and whole school events.
- To be available to support out of hours where necessary for occasional school events.
- To undertake repairs and report other damage to the Trust IT Manager.
- To keep department and school documentation such as hardware and software registers up to date.
- To facilitate the smooth running of the network by undertaking reasonable tasks as required, including some administrative tasks.

## Person Specification

Area	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> <li>• At least 2 years experience in an IT Support role.</li> <li>• Good technical knowledge of modern desktop operating systems (Windows 10 and above).</li> <li>• General understanding of server-based networks and operating systems.</li> <li>• Knowledge and Experience of Active Directory.</li> <li>• Good understanding and knowledge of Microsoft Office 2016 and above.</li> <li>• General understanding of server backups.</li> <li>• General understanding of Windows OS Deployment (WDS), Application deployment, Windows Updates and Anti- Virus management on large networks (1000+ devices).</li> <li>• Knowledge and Experience of Microsoft 365 and Google G-Suite.</li> <li>• Understanding of networking fundamentals.</li> <li>• Experience of supporting end users.</li> <li>• Knowledge of installing and maintaining PC hardware and software.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised IT qualification or working towards one.</li> <li>• Setting up and supporting servers with virtualisation software, administering virtual machines and the deployment of them.</li> <li>• Experience of troubleshooting network faults.</li> <li>• Show knowledge of non-windows devices and environments (including Apple).</li> </ul>

	<ul style="list-style-type: none"> <li>• General understanding of printer deployment.</li> <li>• Experience and knowledge of wireless networks.</li> <li>• General understanding of Internet and e-mail management.</li> </ul>	
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<p>Characteristics</p>	<ul style="list-style-type: none"> <li>• Enthusiastic and motivated IT professional.</li> <li>• Professional, friendly and flexible approach to working hours.</li> <li>• Strong personal drive and willingness to get things done.</li> <li>• Exceptional customer service orientation.</li> <li>• Ability to present ideas in a business-friendly and user-friendly language.</li> <li>• Proven analytical and problem-solving abilities.</li> <li>• Good interpersonal skills, including the ability to work as a team member but also having self- motivation when working independently.</li> <li>• Openness to learning and change.</li> <li>• Empathy with staff, students and educational values.</li> </ul>	
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## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to email *Caroline Sharp, Human Resources Manager*, at [csharp@iniciotrust.org](mailto:csharp@iniciotrust.org)
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Caroline Sharp  
Human Resources Manager  
Inicio Educational trust  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[csharp@iniciotrust.org](mailto:csharp@iniciotrust.org)

Please send your application by ASAP

## Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
  - be given a tour of the school
  - usually have an opportunity to meet with members of the department
  - normally be expected to conduct a short task.
  - Have an interview.

## Pre-employment Checks

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



## Inicio Educational Trust

**Registered Office:**

St Nicolas Lane

Logs Hill

Chislehurst

Kent

BR7 5LJ

Tel: 020 8467 2280

Email: [enquiries@iniciotrust.org](mailto:enquiries@iniciotrust.org)

Website: [www.iniciotrust.org](http://www.iniciotrust.org)