



Beths Grammar School

IT/AV SUPPORT TECHNICIAN

Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

We are looking for an individual with real drive. Someone who is unafraid to tackle difficult issues, who knows what Outstanding looks like, and who, along with the rest of the team, is committed to working tirelessly to achieve it; someone with determination, resilience, humility, and a sense of humour.

We are looking for a dynamic and innovative person, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth, and development, whilst ensuring that exceptional achievement and excellence are embedded in all aspects of school life, and thus play a pivotal role in shaping the future of Beths Grammar School. The successful candidate will gain a wealth of experience from working across the school receiving support and guidance from the Headteacher and a very experienced Senior Leadership Team.

If you share our passion for students succeeding and our development of the 'whole student' and believe you have the skills to lead and inspire others, we very much look forward to hearing from you. I look forward to reading your application.

With best wishes,

RJBlyghton

Mr R J Blyghton
Headteacher



BACKGROUND

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many



staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.

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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices. We offer a broad and balanced curriculum that not only enables all boys to take the EBacc, but also encourages them to study subjects such as music, drama, and art. A wide range of A Levels is offered in our large Sixth Form.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys and girls in the Sixth Form want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded, outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.



IT/AV SUPPORT TECHNICIAN

Post Title: IT/AV Support Technician
Department: Network
Salary: Bexley scale 7.1-7.4 (£27,855-£31,440)
Anticipated start date: ASAP
Responsible to: The Head via the Business Manager

Key accountabilities of the role

Beths Grammar School is a large multi-cultural school on the borders between London and Kent, serving a wide range of vibrant and exciting communities. We specialise in boys' education in the main school and have a large, co-educational sixth form.

We are seeking to appoint a well-organised, motivated, and outgoing individual to join our Network team here at Beths for 36 hours per week, 52 weeks a year (25 days annual leave). Day to day duties include (and not limited to) working with another IT Technician to complete daily back ups (you will then take this responsibility), rectifying faults within the multiple types of hardware that we use and setting out IT and AV resources in school venues as required, assisting staff with their correct use.



IT/AV SUPPORT TECHNICIAN JOB DESCRIPTION

ACTIVITY	RESPONSIBILITY	NOTES
LINE MANAGEMENT	The Head via the Business Manager and working with the IT Network Manager	
DUTIES	<p><u>Management of the Network and other IT/AV resources:</u></p> <ol style="list-style-type: none"> 1. To support the IT Manager in the following: <ul style="list-style-type: none"> • With the IT Support Technician, ensuring the daily backups have been performed and restored as required, eventually taking responsibility for this task. • Setting out IT and AV resources in school venues as required and assisting staff with their correct use. • Ensure the school networks are operational during all school hours. • Take support calls. • Fix problems in printers and PCs • Maintenance of the school network, Audio Visual Aids and other IT resources including liaising with suppliers and maintenance organisations. • Finding and rectifying faults particularly in software, including but not limited to RM, MS Office, SIMS. • Repairing equipment, including liaising with external maintainers. • Policing the school network according to policies laid down by IT Manager. • Dealing with account creation, password resetting in line with policies set down by the IT manager. • Install, configure, tune, and administer MS Windows Server 2012 and 2016. • Install, configure, and administer Active Directory, DNS, DHCP, RDP, PCoIP, GPO. • Administration of Office 365 Exchange • Maintaining asset list. • Preparation of Purchase Orders to be authorised by IT Manager • Development projects as assigned by the IT Manager. 	



	<p>2. Software specialisation:</p> <ul style="list-style-type: none">• Knowledge of Microsoft 365 plus PowerShell scripting would be advantageous.• Aid the IT Manager and IT Support Technician to develop and maintain a good knowledge of SIMS and its upgrade procedures.• Ensure SIMS problems are pushed through support, and records are kept. Ensure systems kept up to date.• Develop and maintain a good knowledge of the cashless catering and ID registration systems and liaise with suppliers to ensure system availability.• Maintain documentation of this job role and procedures, documenting any new procedures instigated by the post-holder.• To carry out such other duties as may be reasonably required by the IT Manager and/or Business Manager.	
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This job description is not a comprehensive definition of the post. It is subject to review from time to time and may be changed after consultation with you.



IT/AV SUPPORT SPECIFICATION

TECHNICIAN PERSON

Essential	Desirable
Have good literacy and numeracy skills (good passes in Maths, Computing and English GCSE – Grade C/6 or above or BTEC equivalent).	Experience of working within a school
Be able to demonstrate a genuine interest in, and enthusiasm for, working with computers and networking in a customer support role.	An awareness of the commitment to safeguarding children
Have a positive attitude to learning and developing their knowledge and skills as an IT/AV support technician and the drive for continuous improvement.	
Have the ability to learn and follow instructions and procedures.	
Understand the importance of keeping records and documentation and ability to do so with accuracy.	
Have good interpersonal and communication skills and enjoy helping people.	
Be able to work with a diverse range of staff and students.	
Have good time management, organisation, and administrative skills.	
Be able to work as part of a team and flexible	
Remain professional in attitude and demeanour.	

Salary – IT/AV SUPPORT TECHNICIAN

The post is offered on the Bexley scale 7.1-7.4.

Why Join the Beths Community

- All staff receive their own laptop
- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programme (free & confidential)
- Teacher's Pension Scheme
- Cycle to work scheme
- Free parking onsite
- Use of School gym
- Staff social events

Appointment Process

Applications should reach the school by **9am 14th December 2023**. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please.

Prospective candidates are very welcome to look around the school and meet the Headteacher and other senior staff by appointment. Our website and school films will give you a flavour of the vibrant and exciting environment we work in.

We intend to interview on an application basis.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks, including an online check.

