



**Vanguard Learning Trust**

**IT Technician**



**Information for  
candidates**



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Dear applicant

We are delighted you are interested in the position of IT technician at Vanguard Learning Trust; this is an exciting opportunity for an individual who is keen to embrace the challenge of supporting the development of the Trust's recently restructured IT function.

Vanguard Learning Trust is a cross-phase multi-academy trust in the London Borough of Hillingdon. The Trust currently has five schools: Field End Junior School, Hermitage School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School is currently an associate member of the Trust, with its staff being actively encouraged to engage with our shared professional development opportunities. The Trust employs over 500 staff and has a population of circa 4000 students.

We are looking for an IT technician who will embrace our vision; we engender collective responsibility across the Trust and our new IT technician will support our schools and the central team with this ambition. Our new IT technician must have an understanding of Google for Education applications while a background in IT as well experience of working in a school environment are highly desirable. Therefore whilst applicants may bring skills, understanding and experience from outside the educational sector, they must have a knowledge of technical and safeguarding requirements of an educational setting. The successful candidate will be based at Ruislip High School. It is important to state, however, that they will be required to work at various Trust sites on occasion.

The Trust aims to continue its expansion of schools over the next five years. The newly centralised IT function will play a key role in ensuring that the Trust has the capacity for expansion. Our new IT technician will become part of that team, focussing on the interoperability of software and automation of data whilst acting as a first line of defence in our cyber security strategy.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the interview process.

Yours faithfully

Dr Martina Lecky  
Chief Executive Officer  
Vanguard Learning Trust

Mr Justin Barrett  
Director of Operations  
Vanguard Learning Trust

VANGUARD LEARNING TRUST  
Registered in England and Wales Number 07796938

Registered Office:  
Field End Junior School  
Field End Road, Ruislip  
Middlesex, HA4 9PQ

# Trust information



Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage Primary School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School is an associate member. The Trust's website ([click here](#)) provides a range of information including governance arrangements and links to statutory documentation. It is important to state that for an applicant who is offered a contract of employment, the employer is Vanguard Learning Trust with staff having a principal location, eg. one of the schools or the central team's base at Field End Junior School.

## School information

### Field End Junior School

Field End Junior School is truly a community school and has been part of the Ruislip landscape for over 70 years. It is a four-form entry junior school, sharing the same site as the infant school. It is a genuinely happy and exciting place to be; the school's community plays an important role in shaping the young people into the adults they become when they go out into the world. Staff believe that school days should be filled, not only with learning, but with fun, friendship and memories to last a lifetime. Field End Junior School was designated good in its April 2024 Ofsted inspection.

### Hermitage Primary School

On entering Hermitage Primary, visitors cannot fail to notice the warm, family feel that permeates the school. Hermitage is a happy, welcoming, stimulating environment where everyone cares about each other and all interactions are based on mutual respect. Hermitage opened in 1968 and is a community school located in Uxbridge. From their first tentative sessions in Nursery through to their final days in Year 6, staff strive to teach pupils their place in the school, the community and beyond.

### Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 students. The school has been designated outstanding in both Ofsted inspections in 2007, 2011 and 2023. Ruislip High School's logo symbolises the school's motto -from grass roots, to reaching for the sky- which represents high aspirations and students' journey as they progress through the school.

### Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are empathetic towards others and confident young people.

### Vyners School

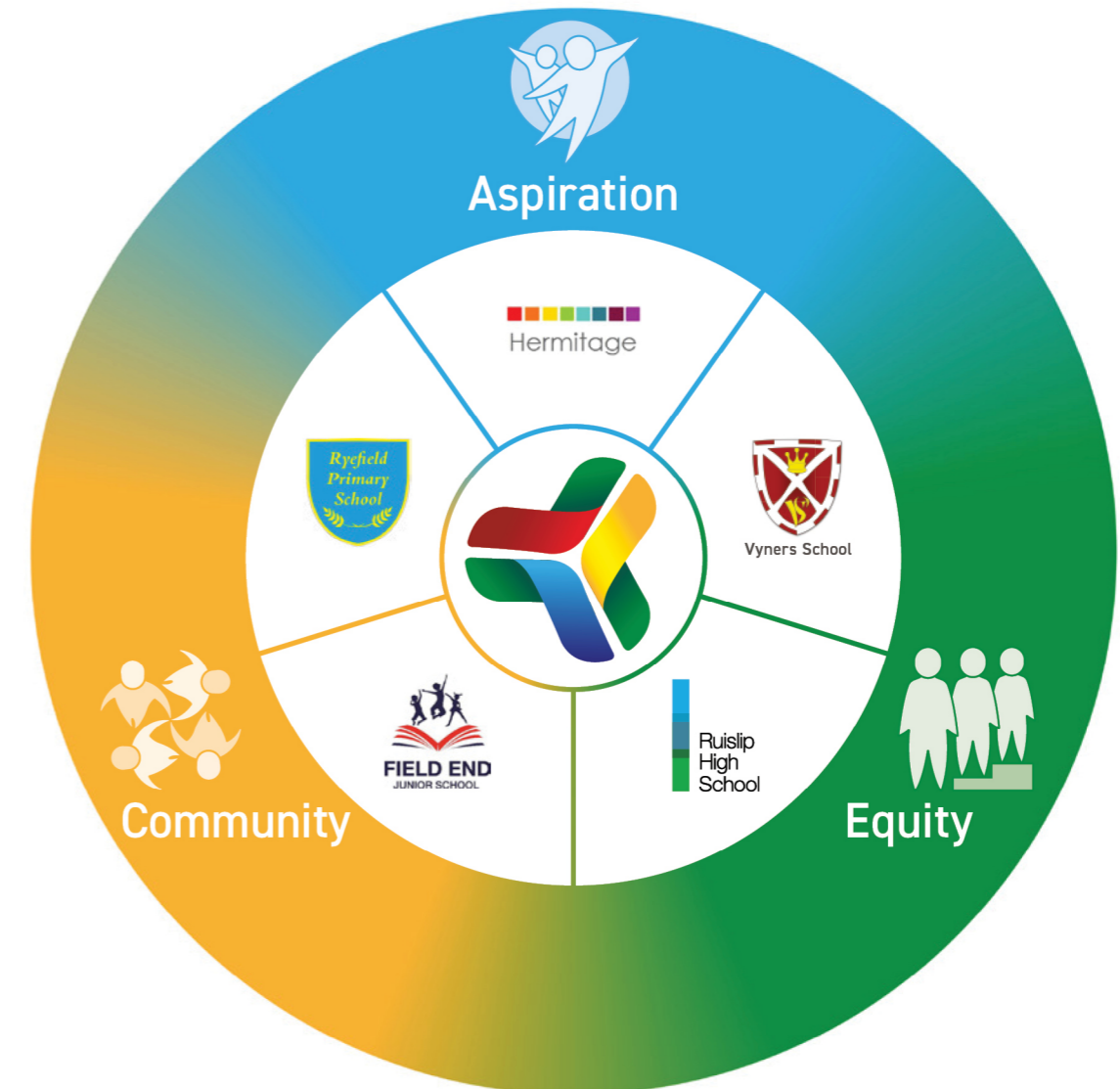
Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1200 students. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extra-curricular activities. Underpinned by its school's values -community, aspiration, respect and endeavour- Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection.



# Vanguard Learning Trust

## Our vision

Outstanding, inclusive education



## Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a secure foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

## The Trust's values are represented by ACE:



### Aspiration

Endless possibilities without limits



### Community

Collective responsibility, collaborating within and beyond the Trust



### Equity

Opportunities for all to achieve equitable outcomes

## Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through an ambitious curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can thrive and develop into responsible young adults ready to embrace their future.

# Job description



<b>Job title:</b>	IT technician
<b>Reports to:</b>	Senior IT technician
<b>Salary:</b>	Starting at NJC scale 3, point 5 (£27,030 per annum) Rising with annual increments to NJC scale 3, point 6 (£27,438 per annum)
<b>Working Days:</b>	Full-time, 36 hours per week, 52 weeks per year. 08:00 - 15:45 (4 days per week); 08:00 - 15.30 (1 day per week). The working pattern will be confirmed with the successful candidate. 30 minutes unpaid lunch break each day. Term time only working will be considered.
<b>Start date:</b>	As soon as possible
<b>Annual leave entitlement:</b>	24 days per year + 8 bank holidays
<b>Location:</b>	The IT technician will be based at Ruislip High School. Whilst this will be their primary location of work, the successful candidate will have a mobility clause which means that they will also be required to work at any of the Trust's schools on occasion.

## Section 1: Core purpose

The IT technician will provide technical support as a member of the IT support function, including inspection, maintenance and first-line repairs on IT equipment for Vanguard Learning Trust ('the Trust'). This includes all hardware, software and audio visual equipment. They will support the work of the external managed service provider (MSP). This is a customer service role to support all staff members of the Trust as well as the students. Whilst based in one of the Trust's secondary schools, the IT technician will be expected to provide IT support at any Trust location.

The IT technician will:

- provide first-line support and advice to staff in the operation of IT equipment to include, demonstrating the correct use of equipment, assisting staff and students when problems occur and advising on capabilities of equipment;
- manage all aspects of the Trust's chromebook environment to include the maintenance and inspection of all chromebook devices and software updates of all devices;
- carry out the inspection and repair of IT equipment where possible;
- carry out installation of software and upgrades and required;
- assist the senior IT technician in ensuring that IT systems fully and effectively support learning, pastoral care, administration and leadership and management and administration across the Trust;
- assist the senior IT technician in ensuring that the Trust is fully compliant with all current and future legislation and best practice principles;

## Section 2: Core duties

### Provide first-line support and advice to staff in the operation of IT equipment

The IT technician will:

- demonstrate the correct use of equipment;
- assist staff and students when problems occur, advising on capabilities of equipment;
- ensure audio and visual technology is in good order and available for school events including, but not limited to, daily assemblies;
- monitor the IT help desk, addressing IT queries and concerns raised by members of staff; and
- act as the first line of contact for the IT helpdesk.



### Manage all aspects of the Trust's chromebook environment.

The IT technician will:

- ensure all chromebooks are inspected and maintained on a daily basis;
- initiate chromebook updates as and when required; and
- track and maintain chromebook loans.

### Carry out the inspection and repair of IT equipment where possible.

The IT technician will:

- carry out inspection, maintenance and first-line repairs on non-leased IT equipment;
- check for normal operation/function basic diagnostics, battery changing, releasing jammed discs, changing printer cartridges, setting up and adjusting hardware;
- keep inventory of all works carried for future maintenance cycle planning;
- maintain and repair all IT/portable equipment; and
- ensure best value is adhered to by ensuring that repairs are carried out internally or using approved external providers as required.

### Installation of software and upgrades and required.

The IT technician will:

- carry out installation of software and upgrades; and
- assist the senior IT technician and in the management of software.

### Assist the senior IT technician in ensuring that IT systems fully and effectively support learning.

The IT technician will:

- work under the direction of the senior IT technician to ensure that learning based software is installed and reviewed;
- ensure that cloud-based packages that support pastoral care, administration and leadership and management and administration across the Trust are fully compliant with the required levels of security;
- assist the senior IT technician with the administration and maintenance of cloud-based, third-party resources and services as and when required; and
- assist the senior IT technician with issuing devices in accordance with exam access arrangements, and support any other IT-related tasks in exams, such as any A/V or accessibility requirements.

### Assist the senior IT technician in ensuring that the Trust is fully compliant with all current and future legislation and best practice principles.

The IT technician will:

- support the senior IT technician with the implementation of new and updated security features;
- ensure robust systems of monitoring are in place with regard to cyber security, including mobile IT technology; and
- provide support and guidance to schools and the central team on cyber security measures.

### General

The IT technician will:

- comply with the Trust's policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment;
- maintain school, student and staff confidentiality;
- contribute to the overall ethos, aims and reputation of the Trust;



- support the school's key priorities; and
- undertake training and development as required and use expertise to assist, where appropriate and necessary, with the training and development of fellow employees.

### Section 3: Other duties and responsibilities

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The remaining information applies to all staff.

#### Health and Safety

All staff are expected:

- to be familiar with the Trust's policies that refer specifically to health and safety regulations and implement it as applicable within the department;
- ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary; and
- to have regard to health and safety across the Trust in all aspects of work, in line with the Trust's policies and keep up to date with all relevant policies and risk assessments.

#### Safeguarding

Vanguard Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website ([click here](#)).

#### Equality and diversity

Vanguard Learning Trust embraces diversity and promotes equality of opportunity.

#### Notes:

This job description may be amended at any time in consultation with the postholder. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

# Person specification



For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

Qualifications and Experience:	Essential	Desirable
Hold a degree (or equivalent qualification) in information technology, business administration or a related field		✓
Evidence of proficiency in Microsoft Office applications	✓	
Evidence of proficiency using Google G-Suite, including a technical understanding of its functionality	✓	
Experience of working in schools		✓
Have demonstrable experience of operating robust control environments	✓	
Proven experience in service delivery management within a digital environment		✓
Strong understanding of IT infrastructure and systems	✓	
Relevant personal and professional development	✓	

Professional knowledge and understanding, skills and attributes:	Essential	Desirable
The ability to achieve challenging professional targets/objectives	✓	
The ability to maintain confidentiality when required and to remain impartial	✓	
The ability to judge when to make a decision, when to consult and when to defer to the accounts payable and receivable supervisor	✓	
The ability to promote the ethos, aims and objectives of the Trust	✓	
The ability to lead teams and contribute to their success	✓	
The ability to prioritise own time and others', work under pressure and to deadlines with a sense of balance and perspective (highly organised)	✓	
The ability to communicate effectively both orally and in writing	✓	
The ability to build effective professional relationships	✓	

Personal skills:	Essential	Desirable
Energy, determination and perseverance	✓	
Reliability and integrity	✓	
An integrated thinker		✓
Self-starter, with the ability to work independently and use own initiative to overcome obstacles	✓	

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the statement if required.

# How to apply



In addition to this candidate pack, the Trust's website ([click here](#)) will provide prospective applicants with all relevant information and publications.

Applicants should complete the application form, ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12.

**In compliance with safer recruitment guidelines, CVs will not be accepted.**

Completed application forms should be sent to [recruitment@vlt.org.uk](mailto:recruitment@vlt.org.uk)

The closing date for applications is 10.00am on Thursday 19th September 2024 and the interview process will be held on a given day in the week commencing 23rd September 2024. Please note this will be a full-day process. Should prospective applicants have any questions about the role they email them to the aforementioned email address and the director of people, who is not on the selection panel, will provide a written response.

## **Selection process**

Full details will be provided to all candidates selected for the interview process and will consist of a series of tasks to assess suitability and, if shortlisted, a panel interview.

