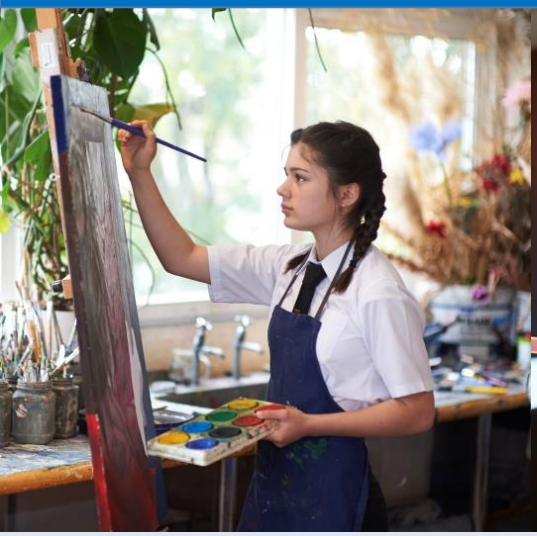
THE MAGNA CARTA SCHOOL





Our school is a safe, caring and happy place where each day offers new challenges that allow us to flourish and achieve our best

Candidate Brief

Senior IT Engineer

Unity Schools Trust

"Excellence through collaboration"

Dear Applicant

Senior IT Engineer

Thank you for showing an interest in the post of Senior IT Engineer at The Magna Carta School.

We are seeking to recruit a person who has a passion for IT and can provide high quality support and assistance to the school in a first line support role.

High quality learning and teaching is at the heart of everything we do at The Magna Carta School. We believe that it is the quality of our staff that produce the excellent outcomes for the students in our care.

The Magna Carta School is a high achieving school of 1,250 students between the ages of 11 and 16. We are proud of our history of success and our reputation in the local community. The school is well known as a place of excellence and we are very proud of our academic, sporting, artistic and community achievements. Last year our students broke all records when 71% achieved 5+ A*-C/9-4 including Maths and English.

As a founder member of the Unity Schools Trust and the 2015 Learning Partnership, we are determined to enhance lives for young people across this area of Surrey. This partnership of high achieving schools provides the opportunity to share best practice with a wide range of like-minded colleagues.

I invite you to visit our school and see for yourself the opportunities which are open to you.

Interviews will take place on as soon as possible after the closing date although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Mrs Rebecca Daniels, HR Manager at vacancies@unityschoolstrust.co.uk if you wish to arrange a visit to the school prior to interview.

Yours faithfully

Dr Kathy Janzan
Head of School



Why Work With Us?

At The Magna Carta School, we are justifiably proud of our achievements. We are truly dedicated to the community that we serve and recognise every young person as an individual who has their own special talent which needs to be nurtured. We encourage every student to be the best they can be and as a staff work hard to create a learning environment that is not only stimulating and celebratory but also, most importantly, meets the needs of every young person in our care. By maintaining a culture and ethos in the school that is reflected by our school motto: Respect…Learn…Aspire…Achieve, we are encouraging students to become self-assured, considerate, and understand their role in society and the rights and responsibilities that this brings.

In a rapidly changing world in which our young people are presented with many exciting opportunities, our staff are dedicated to preparing our students for the challenges ahead. We want them to become independent thinkers, develop resilience and make positive contributions to our community.

Our commitment to continuous improvement means that we have a systematic approach to attracting, training and retaining the highest quality teachers and support staff, all of whom want to create the best possible opportunities for the students to succeed. We believe that student success not only depends on what the school provides but also on the quality of relationships between the home and our school. To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

Hopefuly you have an impression of the positive vision and ethos of our school and believe that we are a school that would provide you with the support and challenge you need.

If you want to work in a school where the staff are the most valuable asset then look no further!!



What We Are Looking For

The Magna Carta School has a large site with one main building and several subsidiary buildings. The grounds are extensive and currently managed by an external contractor. The school has recently been successful in applying for a grant for improvements that will be managed by an external contractor. There is a team of four site staff who support in the maintenance and improvement of the site.

If you decide to join The Magna Carta School you will have the opportunity to work with a team of committed teachers and support staff who have a young person's best interests at heart.

We are looking for passionate, enthusiastic staff who will:

- Contribute to the further development of a strong and forward looking team;
- Be innovative to gain best outcomes for the school;
- Be able to make positive relationships with students, staff and other stakeholders alike.

When you join our team you can expect an exceptional breadth of experience and a steep learning curve. You can be certain that we will heavily invest in your professional development.

Contact Us

For more information please contact the school office on 01784 454320 between 8.00am and 4.30pm or email vacancies @unityschoolstrust.co.uk.

The school is located at Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ.



The Role

The successful candidate will be a key member of a small team to deliver exceptional levels of service to all of our stakeholders including students, staff, governors and trustees. The successful candidate will work with colleagues in the day to day delivery of the IT Service to the school in addition to key infrastructure projects. On a day to day basis, the successful candidate will oversee the service desk function, ensuring that cases can be prioritised and completed to minimise impact to teaching and learning.

This is a permanent role within the team (subject to a six month probation period) for 36 hours per week for 52 weeks per year. There is a half hour unpaid break at lunchtime. The salary will be based on Grade USTS7/8 with a range of £25,382 to £33,824 (dependent upon experience).

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

The Magna Carta School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with companynumber 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ

A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential. .

Interview Process

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

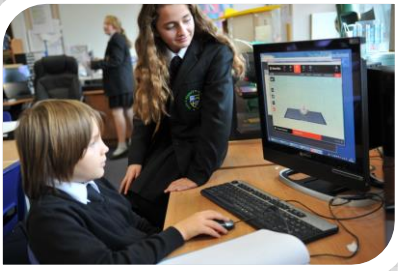
Interview

Those shortlisted will take part in an in-depth process that will include an interview, practical exercise and a school tour.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.



"Staff are hugely positive about the school. Pupils and staff feel respected and motivated to do their best**."**

Ofsted 2017

Where Are We Located?

Rail

The Magna Carta School is located between Egham and Staines train station. From each station it is a 10-15 minute bus journey and a short car journey from the stations. Staines railway station is on the Waterloo to Reading line. The average journey time between Lolndon Waterloo and Staines is 35 minutes. On an average weekday there are 84 trains per day travelling from London Waterloo to Staines.

Bus

Bus routes 305, 71 and 446 all stop outside the school. These can be picked up from outside the station.

Car Parking

The Magna Carta School has parking onsite, which is available upon request for candidates. If you wish to drive please contact us to arrange a space. Only those candidates meeting the right criteria will be taken forward from application.

Local Area

Runnymede is a water-meadow alongside the River Thames in the English county of Surrey, and just over 20 miles (32km) west of central London. It is notable for its association with the sealing of Magna Carta, and as a consequence is, with its adjoining hillside, the site of memorials.

Windsor Great Park, the only Royal Park managed by the Crown Estate, was once part of a vast Norman hunting forest which was enclosed in the late 13th century. The 2,020 hectares (5,000 acres) of parkland, which includes a deer park, is a varied landscape of formal avenues, gardens, woodland and open grassland. The antiquity of the landscape is enhanced by the scattering of great ancient oaks for which the Great Park and its forest are renowned. The Great Park is an ever more popular destination for recreational activity, with close to three million people visiting every year to run,walk or ride.

Thorpe Park is a theme park between the towns of Chertsey and Staines. The park is mainly geared towards a young adult/teenage audience due to the vast majority of signature attractions being roller coasters and thrill rides.

Theatre Royal, Windsor, a diverse range of shows from live music acts to dramatic theatre, plus a picture house cinema.

PureGym Staines is proud to offer members access to all the essential exercise equipment, a timetable of free fitness classes and a team of experienced personal trainers with bags of motivation.

Spelthorne Leisure Centre can be found in the heart of Staines-upon-Thames in Middlesex. Everyone Active is one of the UK's leading activity brands, whose mission is to be everyone's first choice for activity.

Job Description

Job Title: **Senior IT Engineer**	Reporting to: **IT & Network Services Manager**

Job Purpose

To deliver an effective and responsive IT service to staff and students by taking day to day responsibility for all work relating to this role.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

Key Responsibilities

IT Service Delivery

- To ensure that all service requests are assessed, responded to, investigated and resolved or escalated in a timely fashion
- To produce detailed technical documentation for all new service implementations as well as review any existing technical documentation to ensure it remains current
- To ensure asset management processes are being adhered to
- To ensure that Active Directory is maintained as an accurate representation of staff and students and supporting the IT Engineer with corrections as necessary
- Ensure that routine tasks are completed by the team, such as assembly setup and presentations
- Support the delivery of training to staff for new IT systems
- Oversee system monitoring services and act upon any alerts
- The ability to prioritise tasks in line with school priorities
- Be adaptable in the way service is delivered to ensure the best possible service delivery
- To be prepared to maintain IT equipment that requires the use of access equipment
- Maintain assets and records
- Liaise with hardware manufacturers for warranty repairs
- Setting up of IT equipment and software
- Develop strong working relationships to support a productive working environment
- Maintenance of equipment including servicing, cleaning and replacing where necessary
- To ensure systems are tested and maintained to minimise risk of compromised integrity
- To monitor daily backups and test as required
- To line manage the IT Engineer
- To work with the IT & Network Manager to develop strategic plans and budgets for the department

Communication and working with Colleagues

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support student learning and well-being
- To read on a daily basis and act upon if necessary all emails and service desk requests
- To attend training and development sessions where contracts permit
- To liaise with professional networks and suppliers to ensure that knowledge of trends and service improvement opportunities are considered as part of long term planning

Personal Development

- Take responsibility for your own professional development in line with the schools performance management process
- To be aware of school procedures and comply with school policies
- To be aware of and show an active interest in keeping up to date with technology advancements

Knowledge and Understanding

- Best practice for use and administration of IT systems and services
- Ensure that all work is conducted in line with school and departmental policy on health and safety
- Be aware of Data Protection Act 2018 and General Data Protection Regulations and how IT plays a role in complying with legislation
- An ability to work methodically to research and resolve problems
- An understanding of the principles within ITIL and how these can be effectively used to support service delivery

Skills

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Strong understanding of server based operating systems, web and other systems and ensure these are kept up to date and new services implemented as required.
- Create a happy and effective working environment
- Deal promptly and effectively with any service requests
- Share knowledge and understanding with others, including non-technical colleagues

Principal Accountabilities

- Ensure that all service requests are actioned in a timely manner
- Support stakeholders to access school IT systems
- Act as main liaison with manufacturers and other suppliers to ensure effective service and maintenance is actioned as well as implementing internal systems for the same.
- Develop strong working relationships to support a productive working environment
- To ensure systems are tested and maintained to minimise risk of compromised integrity
- To monitor daily backups and maintenance requirements and test as required
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended
- Adhere to the same high standards of dress as expected for students and dress smartly at all times
- To monitor and promote information via the school social media platforms

PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
Attention to detail	✓		AF/T
Knowledge of good practice in recording of complex information	✓		AF/I
Ability to analyse tasks and establish how they may be best achieved	✓		AF/T/I
Excellent organisational and planning skills	✓		AF/I/T
Effective written and verbal communication skills	✓		AF/I
Ability to solve problems and demonstrate IT support skills	✓		AF/I
Have the capacity to prioritise tasks and work independently	✓		AF/I
An understanding of the principles of ITIL	✓		AF/I
Excellent understanding of the importance of safeguarding and how IT plays a key role in the successful safeguarding of staff and students	✓		AF/I
Strong understanding of VMWare, Microsoft Windows Server and Windows Desktop operating systems	✓		AF/I/C
Understanding of network infrastructure and configuration including VLANs and IP address management		✓	AF/I/C

Review and Amendments

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.

Experience	Essential	Desirable	How Assessed
Use of management information systems (eg SIMS)		✓	AF/I
Successful experience in a directly relevant role		✓	AF/I
Experience of working in a school or similar environment		✓	AF
Experience of working with young people		✓	AF
Experience of installing and configuring software	✓		AF/I
Experience of installing and configuring IT hardware	✓		AF/I/T
Customer service or technical service delivery	✓		AF/I
Successful experience in a directly relevant role	✓		AF/I
Experience of working in a school or similar environment		✓	AF
Working with IT equipment at height		✓	AF/I/C
Installation and configuration of server operating systems	✓		AF/I/C
Exposure to clustered VMWare environments		✓	AF/I/C
Understanding of wireless infrastructure and configuration		✓	AF/I/C

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	✓		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	✓		AF/I

Qualities	Essential	Desirable	How Assessed
Able to use initiative	✓		AF/I
Adaptable and flexible	✓		AF/I
Reliable and relates well to adults and students	✓		AF/I
Trustworthy	✓		AF/R/I
The ability to manage time effectively and prioritise work	✓		AF/I/R
Be a successful team player with a “can do” attitude	✓		AF/I/R
Patience, sense of humour and a cheerful disposition	✓		AF/I/R
Reflective practitioner	✓		AF/I
A commitment to own personal and professional development	✓		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	✓		AF/I/R
Able to work with discretion and confidentiality	✓		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	✓		AF/I/R

Education & Qualifications	Essential	Desirable	How Assessed
IT qualifications at A level or above or professional equivalent		✓	AF/C
English and Maths qualification equivalent to GCSE	✓		AF/C
Post Graduate Qualification		✓	AF/C
Relevant professional development over the last 2 years		✓	AF/C
ITIL Foundation		✓	AF/C