

LEAP

Multi Academy Trust

Achieving Excellence

A young woman with shoulder-length, wavy, light brown hair is smiling warmly at the camera. She is wearing a dark grey school blazer over a white collared shirt and a blue and white striped tie. She is holding a blue pen in her right hand, positioned over an open notebook. The background is a blurred indoor setting, possibly a school hallway or classroom. The image is framed by a green triangle on the left and a dark blue triangle on the right.

ICT Engineer

Welcome

Thank you for your interest in this highly rewarding position.

This is an exciting opportunity to be part of our inclusive Trust, where you can make a positive difference to the lives of our young people.

LEAP Multi Academy Trust was formed in February 2015. The Trust currently comprises of two secondary schools, each with a distinctive identity that reflects their student intake: Brinsworth Academy and Dinnington High School. Our student rolls are increasing year-on-year, reflecting the positive reputation we have developed.

We are outward-looking, and are working in close partnership with another Multi Academy Trust as we seek to improve the value for money that we offer, as well as the opportunities for students and staff to fulfil their potential.

Achieving Excellence is the overriding ambition of the LEAP Multi Academy Trust. We place students at the centre of everything we do. Their success is our success: as schools and as a Trust, we want our young people to be ready to make a positive contribution to their community.

We offer high quality professional development for our colleagues and we are committed to the well-being of our team members. We promote a “can do” culture where all adults act as role models for the young people in our schools.

If you share our vision, passion and enthusiasm then we look forward to supporting you in “making the leap” and being part of our journey in Achieving Excellence.



A handwritten signature in black ink, appearing to read 'W Barsby', written in a cursive style.

Wayne Barsby
Chief Executive

Our Vision

As a Trust, Achieving Excellence is our overriding ambition.

Excellence for our Students

Inspiring, challenging, engaging and supporting all of our students to achieve excellent outcomes irrespective of their starting points. Every student is provided with a clear progression route to the next stage of their education and career.

Excellence for our Staff

Driving excellence in professional practice to support career progression opportunities for colleagues, and developing a team approach that meets the needs and aspirations of all students.

Excellence for our Schools

Enhancing leadership, teaching and learning, and central and shared services to maximise performance and enhance cost efficiencies.

Excellence for our Communities

Building positive partnerships with our parents, primary schools and the wider community, and positively promoting our Achieving Excellence vision.

Post Title: ICT Engineer – Brinsworth Academy

This post is full time and permanent to start as soon as possible.

Salary: F / G Scale - up to £30,151 per annum plus a market supplement of £2,000.00 (per annum) reviewed annually. Pay award pending.

Closing date: 9.00am on Monday 25th September 2023.

Interview date: Thursday 28th September 2023 at Brinsworth Academy

Hours: 37 hours per week, 52 weeks

Main Purpose of role

All staff have a commitment to the Trust mission of “Achieving Excellence”. You will play a major role in promoting the values and aims of the trust and in building positive and productive working relationships in each Academy and across the Trust team in order to ensure colleagues fully understand and are supported in achieving the strategic aims and objectives of the Trust. This post demands the highest level of professional standards and communication.

Under the Trust IT Manger/Deputy to undertake a variety of work in classrooms and offices; to prepare and maintain materials, equipment and networks.

The post holder will be responsible for all aspects of the Academy’s ICT service, being the key contact for staff and student’s requiring support. The post holder will also pay a key role in ensuring that the school’s ICT services remain up-to-date, secure and fit for purpose.

Main responsibilities and tasks

- Delivery of front-line IT support services at Brinsworth Academy, and from time to time other schools in the Trust
- Ensuring that all computer equipment and all work done by the ICT Support Team conforms to current health and safety regulations
- Locating faults in and making repairs to equipment, including keyboards, printers, connecting cables, computers, switches, servers and portable devices

- Installing, maintaining and testing computer software including classroom management utility and school information management systems and ensuring that the software is fully licensed
 - Assisting the Deputy Trust IT Manager in the maintenance of the cloud-based learning technologies
 - Maintaining the school backup and recovery system including checking logs, changing storage media and recovering work for students/staff from the backup system
 - Assisting teaching and associate professional staff in the use of ICT resources
 - Checking deliveries of equipment
 - Transporting computer equipment around the school and remote sub-sites as required
 - Installing and updating operating systems using latest managed deployment methods
 - Re-configuring computers and seeking technical information from outside agencies as required by the Deputy Trust IT Manager
 - Keeping up with general maintenance of computers in IT suites, offices and classrooms on a rota basis along with essential up-keep of the IT hardware inventory and asset marking equipment
 - Maintaining supplies of computer consumables throughout the school as required by the Deputy Trust IT Manager, Teaching and Admin staff including ordering when necessary
 - Carrying out end-of-day procedures including security, power saving and safety requirements
 - Providing technical support in classrooms, when necessary, especially when equipment or software faults need solving
 - Ensuring that ICT access by students is monitored as directed to maintain child protections and school policies as far as possible
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General

- All staff are required to be aware of and comply with policies and procedures relating to child protection, health and safety, risk management, confidentiality and data protection and report any concerns to their line manager or a senior member of staff.
- The Trust is committed to ensuring equality of opportunity in recruitment and employment is afforded to all persons both internal and external to the organisation and actively seeks to eliminate any direct or indirect discriminatory practices.
- All staff are required to contribute positively to the ethos and vision of the Trust and during their role seek to establish constructive working relationships with colleagues both internal and external to the organisation.
- All staff should manage their own professional development to ensure that the skills and knowledge required to perform in their role are maintained.
- To support the development of the Trust's IT Apprentice Engineers
- All staff are required to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- This job description is not a comprehensive list of all tasks which may be undertaken by the job holder but is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- The requirements of this post may require deployment at, and therefore travel to, other academies and site locations within the Trust.

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Additional Information

Reporting to: Post-holder is responsible to the Assistant Trust IT Manager.

Disclosure Level: Enhanced DBS

Person Specification

Below are the main competences expected of an experienced/fully trained Lead Governance and Compliance Professional to the Board/ Executive Assistant to the Chief Executive

Attributes	Essential	Desirable	Evidence
Education & Qualifications	Qualifications to Level 3 (A Level), including a minimum of grade 4 GCSE English & Maths (or equivalent)		AF/C
	IT qualification/certification (Microsoft, Cisco) or equivalent experience		
Relevant Experience	A high level of relevant IT experience E.G. servers & network infrastructure, deployment tools, internet filtering, firewalls, Remote Access Systems and scripting	Previous experience of Network Management	AF/R
	Experience of LAN/MAN networks and PC maintenance & repair	Experience with and/or knowledge of MIS systems such as SIMS	
	Experience of delivering services to meet customer needs whilst being able to manage competing priorities and work to tight timescales and schedules		
Skills, Knowledge & Aptitude	Excellent Knowledge of Microsoft Windows 7/10/11 Operating Systems & Apple Mac Operating Systems	Previous experience of using ICT in an educational setting	AF/I/R
	High level of knowledge of Microsoft Windows Server 2012/2016/2019/2022 Operating Systems	Evidence of further professional development in the ICT field	
	High level of knowledge of virtualisation technologies including Microsoft's Hyper-V and VMware	Understanding of the use of ICT in a classroom setting	
	Good analytical and problem solving skills	Ability to provide training and	

	High standard of administrative, communication, organisational and time management skills	support on ICT packages	
	Excellent customer service skills and the ability to understand and meet the needs of all stakeholders		
	Good analytical skills and a systematic and methodical approach to problem solving		
	Ability to work without supervision using own initiative as well as part of a team, including the support of IT Apprentice Engineers		
Motivation	Willingness to undertake further training and embrace continued professional development		AF/I
	Willingness to investigate new technologies and look at applying these to develop the Academy/Trust ICT provision		
Physical	Ability to lift/move computer equipment		AF/I
	Ability to reach inaccessible areas/locations for installation and maintenance of equipment		
Working with Children	Understanding of importance of maintaining a professional relationship with students	Experience of working in a school environment	AF/I
	An appropriate level of understanding of safeguarding and child protection		
Personal Qualities	Ability to work collaboratively with colleagues throughout the academy/school		AF/R
	Ability to communicate effectively with colleagues, parents and outside agencies (using nontechnical language etc) and ability to show empathy towards pupils		
	Possession of a full, clean UK Driving licence and use of a car for work		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the leadership team to undertake commensurate work of a similar level that is not specified in this job description.

We welcome contact to discuss this post, as well as visits to our academies.

Completed applications should be returned either by post to: Caroline Fullelove, HR, Brinsworth Academy, Brinsworth Road, Brinsworth, Rotherham S60 5EJ or by email to recruitment@bri.leap-mat.org.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosurebarring-service-check>.

We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may face.



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