



BICESTER LEARNING ACADEMY

DIGITAL LEARNING AND GSUITE OFFICER

37 hours per week, 52 weeks per year

Based at The Cooper School, Churchill Road, Bicester OX26 4RS



Bicester Learning Academy, The Cooper School, Churchill Road, Bicester, Oxfordshire OX26 4RS
Telephone: 01869 242121 Email: recruitment@bicesterlearningacademy.co.uk



ABOUT BICESTER LEARNING ACADEMY



Bicester Learning Academy was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.

The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress

and achieve the standard that reflect their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.



THE VACANCY

Bicester Learning Academy has an exciting opportunity for a motivated, solution focused and technically-skilled individual to join our trust as **Digital Learning and GSuite Officer**. In this role, you will ensure the continued delivery of a high quality IT service that enables effective teaching and learning, and to provide excellent technical and management support with particular responsibility for Google Apps for Education and e-safety. You will support the management and maintenance of the academy's online platform, helping to instil industry (IT) and sector (education) best practice.

This is a permanent position of 37 hours per week for 52 weeks per year. The Digital Learning and GSuite Officer is part of our Central Academy Services who work across all academy sites, currently Glory Farm Primary School and The Cooper School. This is a Grade 10 position, with a current starting salary of £30,507 per annum.

We offer:

- competitive salary;
- an excellent pension scheme;
- regular training opportunities;
- friendly and supportive colleagues;
- an energetic, vibrant and diverse environment where everyone is valued.

In return the successful candidate will have:

- advanced experience of Google Apps for education and configuration at domain level;
- an ability to work in a reactive environment whilst under pressure and maintain a professional and organised structure. Experience in crisis communication management and resolution;
- previous experience in a similar role or equivalent;
- meticulous administration, project management and planning skills with the ability to run multiple parallel projects on-time and to budget, meeting targets and deadlines;
- an ability to organise, prioritise and plan work effectively;
- knowledge and experience of working with Apple iPad, iOS configurator, Apps and their deployment;
- experience of core infrastructure management including VMware and wired and wireless networking;
- tact, sensitivity and the ability to handle confidential material with discretion;
- an ability to communicate succinctly, effectively and attractively both orally and in writing;
- an understanding of national and local developments in the school curriculum;
- e-safety experience and knowledge of incident handling.



JOB DESCRIPTION

Job description for:	Digital Learning and GSuite Officer
Grade:	10
Working hours per week:	37 hours
Working weeks per year:	52 weeks
Permanent/Temporary:	Permanent
Principal place(s) of work:	Bicester Learning Academy
Immediate line manager:	IT Services Manager
Staff directed:	None
Job Purpose:	To provide support to the IT Services Manager and assist with IT support where necessary. To project manage the Google Apps for Education for the Academy Trust and maintain the reference site status.

Key Responsibilities and Accountabilities

1. Job Purpose

- To manage the procurement of Apple and Google Apps, reacting to changes/updates, monitoring usage/needs, reviewing and implementing strategic aims to provide advice for the use of new technologies appropriate for use by staff and students for the provision of Google Apps or other teaching and learning use.
- To liaise effectively and manage relationships with external 3rd party contacts for all development and strategic needs.
- To manage and be responsible for the Google Apps for Education domain across the Academy, to include domain security, e-safety, remote access, accounts, API and cross platform integration, data management, security, structural change and additions.
- To be responsible for crisis management for Google Apps (to include out of hours response to threat).
- To assume 3rd line in absence of the IT services manager, when required, to provide contingency for the department structure and network management.
- To support the IT team, ensuring they understand and reflect changes in technology and requirements for teaching and learning.



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- To provide training opportunities for IT technicians and other Academy staff with regard to the Academy's technical advancement and process and Google Apps for Education.
- To provide support for all online safeguarding issues within the Academy and be responsible for e-safety monitoring.

2. Digital Platforms

- To provide a clear vision for the development of the Academy, improving teaching and learning by identifying new Google technology opportunities. Monitor the engagement and success of these systems and processes.
- To manage and direct all aspects of the development of the academy's online/digital platforms maintaining appropriate access to digital channels GSuite.
- To manage and develop online platforms, including implementation of integrated and cross platform communications plans including Google Apps for Education.
- To act as primary contact for mobile and digital platform security and advice, including threat situations and act accordingly to resolve via the correct channel.
- Create new digital solutions for teaching and learning requirements.

3. IT support

- IT support across the academy where/when necessary.
- Advanced knowledge and experience of Google Apps for Education Administration at domain level and API integration.
- To manage training schedules for the use of e-learning applications and web based technology to aid the use of new technologies within the Academy.
- Ability to manage the day to day running of GSuite platforms to include crisis management at domain level.
- Ability to maintain a high degree of privacy and confidentiality with regards to the Academy's use of GSuite.

4. Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- To provide a commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Education	<ul style="list-style-type: none"> Advanced experience of Google Apps for education and configuration at domain level. Advanced IT skills. Experience in crisis communication management and resolution. Experience of web development. 	<ul style="list-style-type: none"> ICT Professional Qualifications Understanding of accelerated learning methods. Understand the application of the Framework for IT support (FITS) method. Familiarity with Microsoft Office applications, design software, relational databases and social media.
Relevant Experience	<ul style="list-style-type: none"> Previous experience in a similar role or equivalent. Ability to run multiple parallel projects on-time and to budget. Knowledge and experience of working with Apple iPad, iOS configurator, Apps and their deployment. Strong advanced IT skills to cover the following core areas: <ul style="list-style-type: none"> routing and switching; wireless networking, specifically single channel and Virtualised Waas; MS Windows network and VMware Virtualised environments; Network management tools; Educational Management Systems; Multi-platform integration. 	
Relevant Knowledge	<ul style="list-style-type: none"> Advanced experience of Google Apps for education and configuration at domain level. Advanced IT skills. E-safety experience and incident handling. 	
Relevant Skills/ Aptitudes	<ul style="list-style-type: none"> Tact, sensitivity and the ability to handle confidential material with discretion. Meticulous administration, project management and planning and the ability to meet targets and deadlines. Ability to use own initiative to organise, prioritise and plan work effectively. An ability to communicate succinctly, effectively and attractively both orally and in writing. Understanding of national and local developments in the school curriculum. Ability to work in a reactive environment whilst under pressure and maintain a professional and organised structure. 	
Other	<ul style="list-style-type: none"> An awareness of responsibilities for health and safety of themselves and others. Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. A commitment to safeguarding children. 	



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HOW TO APPLY

Further details and an application form are available on the Academy website www.bicesterlearningacademy.co.uk

Please contact Human Resources with any questions by telephone on (01869) 362697 or email recruitment@bicesterlearningacademy.co.uk.

Closing date for receipt of applications: Monday 14th October 2019, 9am

Bicester Learning Academy have the right to interview and appoint at any time throughout this recruitment process. All candidates are advised to refer to the job description and person specification before making an application.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



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Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter J MacLachlan	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2020 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



BICESTER LEARNING ACADEMY

Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			<u>Written By:</u> E Le Brun
<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter J MacLachlan	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2020 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.