



Woodrush High School

An Academy for Students Aged 11-18

Senior IT Technician

Applicant information

National Teaching School
designated by
National College for
Teaching & Leadership



Mandarin
Excellence
Programme



Advertisement

Senior IT Technician

37 hours per week, Full year
Scale: Point 18 to 21 Starting on £18,870pa

We are seeking to appoint an experienced IT Technician to Support the Network Manager with the day-to-day oversight and provision of ICT and Management service within the Academy. Under the direction of the Network Manager, you will provide technician support and advice to meet the practical needs of the IT curriculum and whole school IT requirements, within Woodrush and those schools in which we provide IT Support services.

There is a need for flexibility with this post as the post holder will be required to work some additional days during the school holiday periods, time off during term time can be arranged in lieu of these hours.

We are looking for a person who has

- 3 + years in IT Support
- Relevant and up to date experience of the IT industry
- Experience of supporting network development.
- Extensive experience of hardware and software implementation
- Problem solving experience in an ICT environment.
- Experience and knowledge of a wide range of software packages.

We can offer you:

- A competitive salary.
- Local Government pension scheme.
- 5 weeks holiday per year.
- Excellent training opportunities.
- Reduced rate gym memberships.
- An opportunity to work in an outstanding continuing developing school.

Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. Our last three Ofsted inspections have been graded 'Outstanding' and we work hard as a team to continually strive to improve. We are a designated Teaching School and a National Support School committed to educational innovation. We are situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire only 5 minutes from Junction 3 of the M42.

To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Alternatively, please contact Mrs Robinson on 01564 823777 or email her at nrobinson@woodrush.org to have a pack emailed or posted out to you.

Closing date first post on Thursday 21st March. Interviews to take place shortly thereafter

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy.

Woodrush High School is an extremely popular and over-subscribed Academy for 11 to 18-year olds, committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve. We are proud to be a designated Teaching School and are recognised as a National Support school.

Woodrush staff are welcoming, commitment and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional and career development for all our staff, reflected in our continual professional development and learning opportunities and endorsement. Teaching and learning practice is creative, ambitious and evidence-informed which promotes a place of learning that challenges and support all students to be inspired, achieve and be celebrated for their success and aptitude.

Our recent Ofsted inspection, December 2018, categorised Woodrush as a 'Good' school with 'Outstanding' leadership and management and student personal development, behaviour and welfare.

The inspection acknowledged how:

- *'Pupils achieve well because of strong teaching and the exceptional support and care they receive.'*
- *'Pupils' behaviour is excellent. They are courteous, friendly and routinely regulate their own behaviour. Pupils have very high expectations of each other's behaviour.'*
- *'Parents, staff and pupils are unanimous in their praise for the excellent pastoral care provided to pupils, which includes a strong focus on mental health and wellbeing.'*
- *'The leadership of teaching, learning and assessment is highly effective.'*
- *'Staff are unanimous in their praise for the many training and professional development opportunities afforded to them.'*
- *'Middle leaders form a dedicated and highly focused group of professionals. They are consistent in their messages and drive for excellence.'*
- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Kind Regards



Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is a mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a Sixth Form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham city boundary.

Our reputation and record of success make us a highly attractive place for families to enroll their child[ren]. We are a heavily oversubscribed school, with the majority of student residing in south Birmingham, Worcestershire and Solihull. The school, which was opened in 1957, enjoys an excellent reputation locally and was designated a Teaching School by the National College for Teaching and Leadership in 2014.

A high proportion of our students achieve examination results at GCSE and Post-16 significantly above national averages and our cohorts have an excellent record of progression into employment, training and Further and Higher Education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. We have a wealth of clubs and sports teams and a broad range of educational visits, residential, productions and performances run across the academic year that enrich the curriculum and life for students at Woodrush.

Our curriculum is dynamic and engaging, leading to a broad range of valued qualifications responsive to local and regional employment and training opportunities. At both KS4 and KS5, students receive a curriculum and pastoral support matched to their strengths, needs and aspirations. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong and offers considerable support to a number of students throughout the school.

Woodrush has high-quality facilities for sports in the school and Community Hub, which is also open to the community; as well as designated facilities for our Teaching school, Library, and Sixth Form. Our sports facilities include an all-weather floodlit artificial pitch which is also open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11.

Students are encouraged to achieve the highest possible standards of which they are capable, and we have an agreed Code of Conduct and students are expected to, and do, behave well.

We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity. Parents and Carers are very supportive of the staff and school at large and the school has maintained an excellent reputation for creating high standards of achievement and behaviour. Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students' chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush, we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

The recent Ofsted Inspection (December 2018) describes how:

- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*
- *'Teachers commented that the school is a most supportive community and said: 'I know how lucky I am to come to work here every morning'; 'I was about to leave teaching, and then I started working here. Now I cannot imagine a better working place'; and 'This is a school for learners, including us.'*
- *'Leaders have created a truly inclusive ethos in the school in which everyone is supported and cared for. Pupils and staff feel safe and valued.'*

Our Staff Enjoy:

- Being part of a successful school and Teaching School
- Being at a school which has a highly supportive NQT programme, verified externally by our NQT Induction Quality mark
- Our interactive and inspiring weekly CPDL training sessions
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- On site gym with membership at reduced rates
- On site café and library

Job Description

JOB TITLE:	Senior ICT Technician
GRADE:	SCP 4 (point 18 – 21)
RESPONSIBLE TO:	Network Manager
CONTRACT :	37 hours per week – full school year 25 days holiday

Purpose of the Role

The IT Technician is responsible for supporting the Network Manager in the day-to-day oversight and provision of ICT within the Academy. The individual will provide a first-class ICT Management service to all areas of Woodrush Academy.

Under the direction of the Network Manager, you will provide technician support and advice to meet the practical needs of the IT curriculum and whole school IT requirements, within Woodrush and those schools in which we provide IT Support services.

Your main responsibility will be to provide at all times a professional, courteous and rapid response to staff and young people needing IT support at Woodrush High School.

You will be called upon to fault find and diagnose ICT issues around the Academy. An important part of your role will be, in conjunction with the Network Manager, to develop, maintain and update the school website.

You will have good interpersonal skills and have an ability to explain what you are doing to non-technical people.

Duties and Responsibilities

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore considered essential.

- To support effective teaching and learning throughout the School, in the provision, development, integration and support of ICT services and equipment and to support effective data management administration in the School.
- To assist the Network Manager in the running of the school's ICT Network and resources, including hardware, software, cabling and liaison with contractors.
- To install, repair, replace and configure component, peripherals and software for PCs and Networks as directed by the Network Manager
- To provide advice and support to users (staff and students) on hardware and software related issues, and on the use of the network, schools policy standards, guidelines and conventions and to undertake relevant risk assessments.
- To Assist the Network Manager in keeping inventory records of all computer hardware and software is maintained, that licensing requirements are adhered to, and that the location of all items is recorded.
- Support the Network Manager in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers.
- Build and when necessary rebuild workstations (both software and hardware).
- Set-up and configure equipment (printers, cameras, scanners, webcams, projectors, interactive whiteboards, peripherals etc)
- Setup, configure and maintain the user accounts for all the various IT systems.
- Package necessary software and deploy to relevant locations.
- To maintain a log of all requests including the actions taken.
- Maintain a log of work undertaken and when necessary create detailed reports.
- Troubleshoot any hardware/software issues and when necessary research and develop possible alternative solutions (alongside the Network Manager).

- Setup IT equipment for assemblies, presentations, meetings, events etc.
- Replacement of faulty parts or log warranty calls.
- Undertake routine administration tasks related to the IT department.
- To provide the day to day maintenance of the curriculum computer equipment (cleaning, defrags, software updates).
- Delivery of new or replacement hardware/software and consumables to staff.
- Provide basic one to one training when necessary including video tutorials.
- Assess old/disused equipment and arrange for correct disposal of redundant items, salvaging equipment wherever possible.
- Check that data back-up/recovery has been successful and that Anti-Virus software is up to date.
- Under guidance from the Network Manager undertake projects that are at a level appropriate to the responsibility of the post.
- In conjunction with the Network Manager develop, maintain and update the Academy's website, including the Sports Centre and Teaching School.
- Support with development and maintenance of VLE platforms and other communication platforms including social media, where appropriate.
- Advise/liaise with the Network Manager and relevant staff on any significant changes to the website.
- Administration of the computer inventory records and security marking.
- Transporting equipment and parts around the school.
- If any server/ infrastructure failures occur during times whereby the Network Manager is unavailable, liaise with the relevant outside agencies (e.g. IT Support Partner, M and J Data Networks) to restore the systems as best as possible. This may include hardware maintenance/ installation and restoring from backups.
- To support our external onsite partner organisations by liaising with their IT Support Teams/Agencies
- To undertake any other IT related activities the Network Manager considers to be part of your duties.

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school;
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by Woodrush High School policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately;
- Being aware of all matters of health and safety related to the working
- A commitment to safeguarding all children
- Confidentiality, respect and understanding

CPD

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

Person Specification

Senior IT Technician Person Specification		Essential	Desirable
QUALIFICATIONS AND TRAINING			
1	GCSE standard Grade C or above in English and Maths	✓	
2	NVQ Level 4 for IT Professionals.		✓
3	Recognised IT Qualification in Microsoft Operating Systems and applications		✓
4	Evidence of further Professional Development and training and how it has been applied	✓	
5	HND or Degree in Computing /IT/Networking Related subject		✓
6	Recognised qualification virtualisation technologies		✓
EXPERIENCE			
7	Relevant and up to date experience working within IT industry/Role	✓	
8	Experience of hardware and software implementation	✓	
9	Experience within a problem solving in an ICT environment.	✓	
10	Experience of Supporting Network Development		✓
11	Experience and knowledge of a wide range of software packages.	✓	
Knowledge and Understanding			
12	Working knowledge of network systems, their installation, maintenance and adaptation	✓	
13	Working knowledge of current computer operating systems and other relevant systems.	✓	
14	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
15	Good understanding of switch programming and switching techniques		✓
16	Understanding and ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.	✓	
17	Understands the school's development plan and how it relates to team and individual objectives.	✓	
18	Working knowledge of educational systems e.g. SIMS		✓
19	Knowledge of Audio-Visual systems	✓	
20	Knowledge of lighting and configuration		✓
Skills, Abilities and Attributes			
21	Able to operate a range of general and specialist software including Microsoft Office and 365.	✓	
22	Be able to install, test, patch and make software available to users	✓	
23	Ability to work creatively to deliver agreed outcomes to deadline and within budget.	✓	
24	Able to plan, priorities and manage own time effectively	✓	
25	High Level of communication skills.	✓	
26	Excellent problem solver with good fault finding skills.	✓	
27	Ability to relate well to children, young people and adults.	✓	
28	Good organising, planning and prioritising skills.	✓	
29	Identifies and overcomes barriers and manage risks.	✓	
30	Builds personal relationships with stakeholders, through regular contact and consultation.	✓	
31	Flexibility and adaptability with a 'can do' attitude.	✓	

32	Work in a flexible manner e.g. to assist with Academy events outside normal operating hours e.g. School productions, open evenings etc	✓	
Other Factors			
33	Accepts supports and quickly implements change.	✓	
34	Identifies and promotes best practice and encourage the sharing of ideas.	✓	
35	Proactively seek opportunities to increase job knowledge and understanding.	✓	
36	Requires minimum supervision.	✓	
37	Takes responsibility for own and team actions.	✓	
38	Builds strong team ethos where everyone feels valued.	✓	
39	Provides timely, sensitive and honest feedback on performance.	✓	
40	Is accountable for own development and encourages the ownership of development needs amongst team members.	✓	
41	Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	✓	

E = Essential D= Desirable

How to apply:

If you would like to join our outstanding team and apply for this post, please complete the application form in full. Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teacher's number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role
- tell us why you want to join us at Woodrush

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six : References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

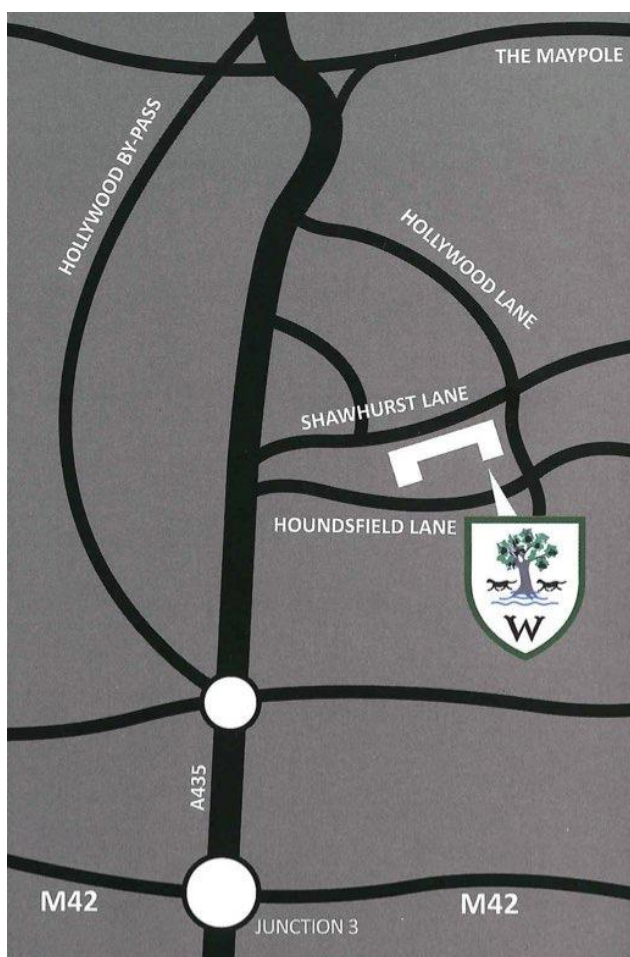
Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane
Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrush.org
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**

At the next roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates. Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted