

THE SKINNERS'
KENT ACADEMY



PRIDE IN OUR SUCCESS

SENIOR IT TECHNICIAN – FULL TIME, ALL YEAR ROUND

Information for Candidates

December 2021

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

INTRODUCTION FROM THE PRINCIPAL



Dear Colleague,

I am delighted that you are interested in a position with The Skinners' Kent Academy Trust.

The Skinners' Kent Academy is a non-fee paying, co-educational, all-ability Secondary school. The Academy is funded by the DfE and sponsored by The Skinners' School, a grammar school for boys together with the Skinners' Company, one of the 'Great Twelve' livery companies of the City of London.

The Academy is founded on the principles of a commitment to ensuring high standards and high aspirations, of active participation, an emotionally rich learning environment and an inclusive culture where every child is known and every learner supported.

The main aim of the Academy is to provide the highest quality of education for students, in Year 7 to Year 11 and the Sixth Form. The Academy is committed to both raising and reflecting the aspirations within the local community and in doing so, providing high quality education and social and economic benefits for all.



The Academy moved into its state-of-the-art new building in April 2013 providing truly outstanding facilities, not only for the Academy's students and staff but also for the wider community. The Academy is consistently a popular choice of parents and continues to expand due to the demand for places. Having been oversubscribed in Year 7 since 2014, in September 2019, at the request of KCC, the Academy agreed to take an additional 60 students in Year 7 and agreed to do the same for September 2020. We are delighted that even more students are able to benefit from the exceptional learning environment and opportunities the Academy provides.

In September 2015 the Skinners' Kent Primary School opened and became part of the Trust, relocating to its new site at Knights Wood and is the newest member of The Skinners' family of Schools.

Our schools are supported by an experienced specialist Trust Central Team, providing high quality Finance, HR, Estates, Catering and IT support which ensures smooth running and cost effectiveness. Our Governors seek to ensure that all our young people receive a truly inspiring education and their support, challenge and expertise is greatly valued.

We aim to find and develop everything that is exceptional in each child and let it flourish within a framework of high expectations. We strive to motivate and inspire our students to achieve of their very best and to set course on the brightest of futures. If you have similar aspirations for young people and want to work within a dynamic learning environment where innovation and collaboration are valued, staff development and wellbeing an integral part of the way we work and where the highest standards of everyone in our school communities are expected at all times, then we would be very interested in receiving an application from you.

Miss Hannah Knowles
Principal
The Skinners' Kent Academy

THE SKINNERS' KENT ACADEMY TRUST



The Skinners' Kent Academy Trust is supported by its original sponsor The Skinners' School, a grammar school for boys in Tunbridge Wells, and The Skinners' Company, one of the original 'Great Twelve' London livery companies.

The Skinners' Company has a long experience of establishing, running and supporting excellent schools, notably in West Kent. The Company is now responsible for seven schools: Tonbridge School, The Judd School in Tonbridge, The Skinners' School, The Skinners' Kent Academy (SKA) and Skinners' Kent Primary School (SKPS) in Tunbridge Wells, Skinners' Academy in London and The Marsh Academy in Folkestone. Skinners' Kent Primary School, which opened in September 2015 is the newest school in the family. It is part of The Skinners' Kent Academy Multi Academy Trust, set up in 2015 to incorporate the primary school with the secondary academy. It opened initially on The Skinners' Kent Academy site, but moved to its own new building in the North Farm area of Tunbridge Wells in September 2016.

The Skinners' Kent Academy is an International Baccalaureate World School, currently offering the Middle Years IB programme (MYP) and the International Baccalaureate Career-related Programme (IBCP).

Skinners' Kent Primary School works alongside The Skinners' Kent Academy to provide an all-through IB ethos by delivering the International Baccalaureate Primary Years Programme (PYP). The Academy also provides support and specialist facilities to the Primary School. The IB is underpinned by a philosophy and determination to develop internationally minded people who recognise everyone's common humanity and are ready to share responsibility to create a better, more peaceful world. The IB Learner Profile is at the heart of our educational philosophy and encourages our pupils and students to be inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open minded, well balanced and reflective.

The Multi Academy Trust (MAT) is governed by a MAT Board, the majority of whose members are also members of the Skinners' Company. The MAT Board determines the vision and strategy for the Trust, and has responsibility for its financial security and probity as well as ensuring the organisation provides excellent value for money in delivering an outstanding education for its students and pupils. Four Committees support the work of the MAT Board, and these comprise a MAT Staffing and Pay and a MAT Finance and Resources Committee as well as a Local Governing Body for both SKA and SKPS.



OUR VISION AND VALUES



The Skinners' Kent Academy Trust is founded on the principles of a culture of high standards, high aspirations and active participation, an emotionally rich and inclusive learning environment where every child is known and every learner supported.

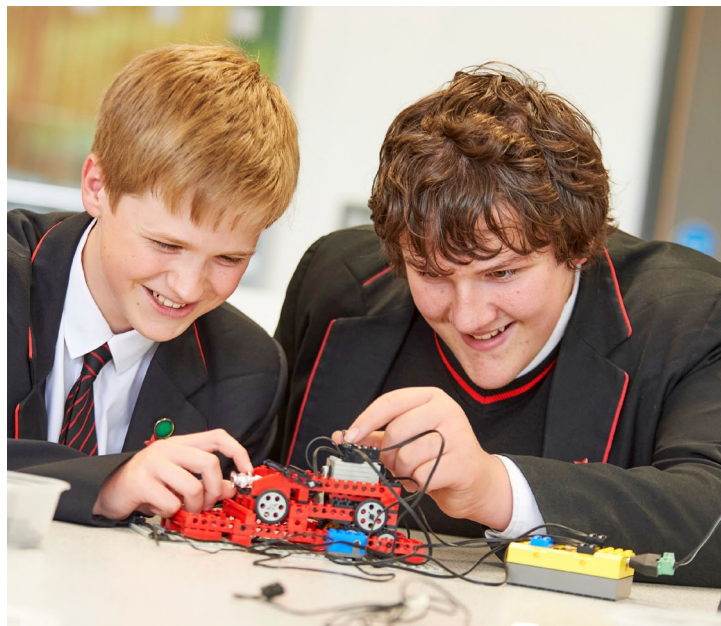
We take pride in our success and to achieve this we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline.

Our mission is clear – to develop a passion for learning and achieving. The Skinners' Kent Academy Trust seeks to create, develop and maintain an education that focuses on providing opportunities for success for all and celebrating the achievements of everyone in all aspects of life within the Trust. In particular we wish to

support young people to recognise the potential that they have, and then to fulfil the achievements of everyone in all aspects of life within the Trust. In particular we wish to support young people to recognise the potential that they have, and then to fulfil that potential through every stage of their learning journey.

Staff, students and parents work together to ensure that pride in our success means:

- pride in **our work**;
- pride in **our behaviour and attitude**;
- pride in **our attendance and punctuality**;
- pride in **our uniform and the way we look**;
- pride in a **commitment to learning and achievement**; and
- pride in **our contribution to our community**.



ROYAL TUNBRIDGE WELLS



Over 400 years ago a natural spring welled up from the ground and it was named 'The Tunbridge Wells' (the wells near Tonbridge).

Today our charming historic town, only 30 miles south east of London and a 45 minute train ride from the capital, is close to the unspoilt beauty of the surrounding High Weald Area of Outstanding Natural Beauty (AONB) and boasts the elegant charm of The Pantiles. For years Queen Anne visited, but when Queen Victoria made the town part of her regular holiday sojourns 'Royal' Tunbridge Wells, the town, came into being, hence the addition to the original name.



Royal Tunbridge Wells is highly accessible with excellent schools and a wide range of places to live and types of accommodation, both locally and a short distance away amidst the rolling hills, picturesque villages of Kent and East Sussex, ancient woods and open heaths. The area is well known for its world-famous gardens, fairy-tale moated castles and mellow country manors. The coast is also a short drive south. Tunbridge Wells is at the hub of a series of roads, the primary ones being the A26, which runs from Maidstone to Newhaven; the A264, which runs from Five Oaks to Pembury (via Crawley and East Grinstead); and the A267, which runs south from Tunbridge Wells to Hailsham. The A21 passes to the east of the town, following the route of its turnpike ancestor, from London to Hastings.

Many professional people move out of London into the area to enjoy the excellent living environment and quality of life whilst also having all the convenience of the major high street and local shops and selection of first-class restaurants, bars and cafes nearby.

JOB PROFILE



Senior IT Technician

We are looking for a Senior IT Technician to join our team. We are primarily based at The Skinners' Kent Academy in Tunbridge Wells, but we also provide support, and infrastructure to Skinners' Kent Primary School (also in Tunbridge Wells). You would have the opportunity to work at both sites.

The Skinners' Kent Academy is housed in fantastic, modern buildings, and the IT facilities are excellent. We have a robust and powerful network infrastructure throughout the building, and we support a wide range of devices, including a 1 to 1 iPad Scheme for students. A large part of your role would be ensuring that this scheme runs well and is effectively managed.

Our network setup consists of a cluster of high-powered, physical servers running a Hyper-V environment. These virtual servers provide services for both schools. Services and systems we use include:

- File Servers
- 3CX Telephone System
- Active Directory
- CCTV
- Web Hosting
- Microsoft Endpoint Configuration Manager
- Office 365
- Edulink – Parent Communication
- Class Charts – Behaviour and Room Layouts
- Hosted Sims – School Database

Recently we have been relying more and more on Cloud based services to help us work in different ways. With student and staff having to work remotely we have been using services such as Microsoft Teams to help us achieve this. Teams has now become a critical part how we work at the Trust.

We are looking for someone who can build positive professional relationships with staff, students and other stakeholders and loves helping and solving problems. Your primary role will be to support the Head of IT Services by providing second line IT support for the benefit of teaching, learning, administration and management.

Senior IT Technician

Salary: SKAT Band 9, grade 28-33 currently £30,034 - £34,180 per annum.

Working pattern: This post is 37 hours per week, all year round. Our usual working hours are 8.15am – 4.15pm.

Location: Based at The Skinners' Kent Academy but working across our schools.

Responsible to: Head of IT Services

Job purpose: To support Head of IT services for the benefit of teaching, learning, administration and management. To look after the general day to day maintenance of the network including updates, security, monitoring, backups etc.

Responsibilities:

- To deliver the IT services and support to defined levels.
- To provide second line support, on the Trust help desk system.
- To ensure that the systems and data are adequately backed up and maintained.
- To ensure updates are regularly applied.
- Be aware of any known threats, and act to patch / protect systems against them.
- Where necessary, to work after hours to support major IT issues or upgrades which are not possible to perform during normal working hours.
- To oversee the IT provision at Skinners' Kent Primary School, ensuring their needs are being met, and they are getting the support they require.
- Assist with setting up new systems, software, and managing the data requirements of that software.
- Ensure that the iPad Scheme is run effectively, and all iPads are properly tracked and recorded.
- Work with the Head of IT Services to ensure the Firewalls and filters are secure, and monitored.
- Monitor the network against internal and external threats

JOB PROFILE



Additional Responsibilities

- Attend team meetings and staff meetings as required
- Maintain confidentiality inside and outside the workplace
- Understand and apply all academy and Trust policies
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To ensure compliance of Data Protection and GDPR at all times.
- Undertake any reasonable additional responsibilities requested at any time by the COO, Head of IT Services.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the COO or Head of IT Services to carry out appropriate duties within the context of the job, skills and grade.
- *The Skinners' Kent Academy Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.*

PERSON SPECIFICATION



Criteria	Essential	Desirable
Education/Qualifications & Professional Development	Minimum grade 5 in maths & English (or O level grade C)	Microsoft Certified (MCSE, MCSA, or MCITP)
		Degree (or equivalent) in an IT related, or other technical subject
Skills	Ability to produce clear, and useful documentation, training materials and video guides, and the confidence to provide training to other staff.	
	Demonstrable ability to keep on top of developments in the fast-changing world of IT, and use this to support your work in the Trust.	
	Excellent written and oral communication skills with demonstrable experience of working with a wide range of independent stakeholders (i.e. students, parents, staff, senior leaders and governors, consultants, contractors etc...)	
	Ability to use a range of tools such as spreadsheets, word processing, presentation and video applications to produce professional communications.	
	Ability to organise, and develop systems to organise large quantities of assets, to ensure they are tracked and managed effectively. (e.g. managing the iPad scheme)	
Knowledge	An excellent knowledge of supporting IT networks and systems	Knowledge of Microsoft deployment systems (MECM, InTune)
	An excellent knowledge of Microsoft based networking (Active Directory, MECM, InTune etc..)	A good knowledge of current security threats in the IT world (e.g. Ransomware) and ways to defend against them.
		A good knowledge of cloud systems, particularly Microsoft 365
Experience	Managing servers with Hyper-V	Experience of using ICT to support educational transformation and improved learning outcomes
	Managing and supporting Office / Microsoft 365	Managing, or giving direction to a small team
	Managing firewalls and filters to promote security and user safety	Experience of FITS/ITIL service delivery certification
	Managing a backup system	Apple Mac operating systems (including iOS)
	MS Windows operating systems	

PERSON SPECIFICATION



Criteria	Essential	Desirable
Experience con't	Experience with wired, and wireless networking.	Classroom A/V and Recording Equipment (i.e. interactive projection, classroom video recording)
		Identification Systems (i.e. biometric print management, cashless catering)
		Management Information Systems (i.e. SIMS)
Attributes/Personal Qualities	Ability to complete complex forms, write and proof read letters and detailed reports	
	Ability to exchange complex verbal information clearly to those with less IT knowledge	
	Ability to manage difficult or controversial exchanges	
	Ability to make a proactive contribution to the work of the Academy team	
	Ability to establish rapport and respectful and trusting relationships with others	
	Ability to remain calm under pressure	
	Ability to make a distinctive contribution to the work of a team	
	Ability to supervise and monitor the work of others	
	Ability to manage own time effectively	
	Demonstrate a flexible approach	
	Demonstrate ability to resolve complex problems independently	
	Ability to advise and train others	
	Demonstrate a clear commitment to develop and learn in the role	
	Ability to effectively evaluate own performance	
	Demonstrate honesty & integrity and emotional intelligence	
	An empathy with the various challenges of the Academy and educational life and an ability to retain a sense of humour during difficult times	

PERSON SPECIFICATION

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APPLICATION AND CANDIDATE SELECTION PROCESS: OUR CANDIDATE CHARTER



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS



The Skinners' Kent Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Skinners' Kent Academy Trust application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

An enhanced DBS check is required for all successful applicants.

Prohibition and overseas checks will also be completed if necessary.

HOW TO APPLY

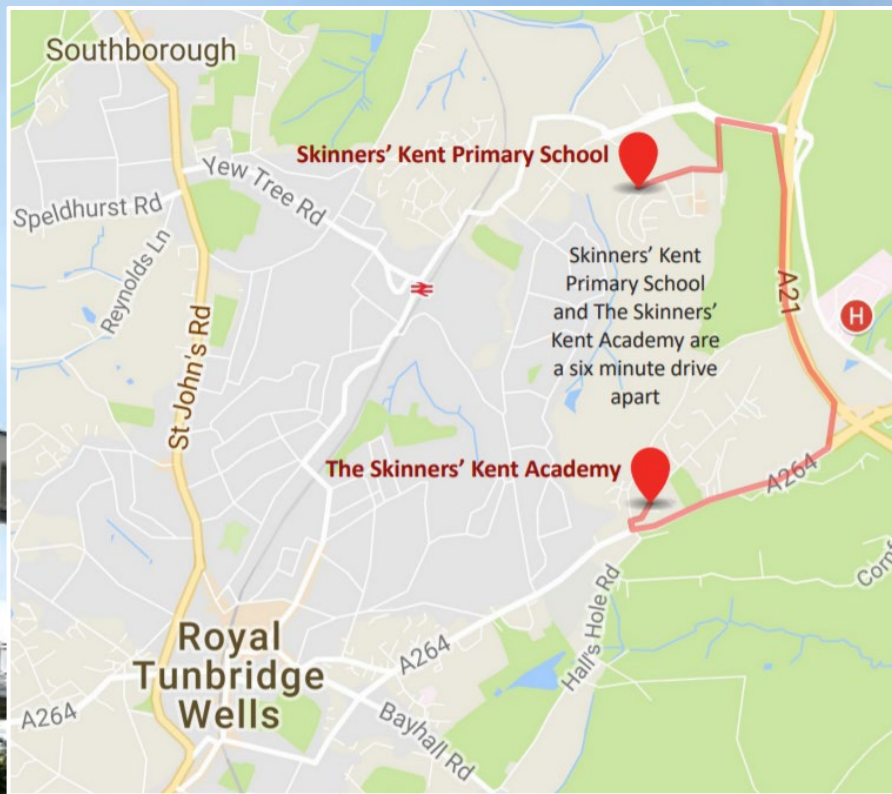


The closing date for applications is **Friday 7 January 2021 at 12 noon** with interviews commencing in the week beginning **Monday 17 January 2021**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our [TES page](#).
- The Skinners' Kent Academy Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact Lorraine Barden, HR Manager, on **01892 553031**.

We look forward to hearing from you



PRIDE IN OUR SUCCESS



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