

MORPETH SCHOOL



IT Technician Application Pack

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Dear Candidate,

Thank you for your enquiry about the vacancy for the post of **IT Technician** at Morpeth School. We are pleased that you are interested in finding out more about working here.

We hope that our school website www.morpethschool.org.uk will give you a strong sense of the school. You will find the Job Description/Selection Criteria in this pack and an Application Form with any other details on the website. In your application, we are particularly interested in knowing how you think your skills and experience will match Morpeth.

If you have any issues accessing the recruitment documentation, please do not hesitate to contact our HR Officer, Pedro Cedeno (recruitment@morpeth.towerhamlets.sch.uk).

Completed applications should be returned to this address by Friday 28th February 2025. Successful candidates will be contacted by telephone and invited for interview on w/c 3rd March 2025.

Unfortunately, we are not able to contact unsuccessful applicants individually. If you have not heard from the School after 10 working days past the deadline, please assume you have not been shortlisted for interview.

Please note that as this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes) must be declared if you are invited to interview. Please see the application form for further details.

Yours sincerely,



John Pickett
Headteacher



Morpeth is an eight-form entry, mixed, 11-19 comprehensive school situated in Bethnal Green, Tower Hamlets and we are very much a community. Our values are longstanding; they encapsulate the way we work and the way the school feels.

We are a community:

- committed to learning and achievement
- based on friendship and respect
- where everyone is valued.

We are proud of our diversity – we represent the wider Tower Hamlets community – and recognise that in order to make everyone feel included and valued, this requires ongoing and explicit consideration.

We prioritise the development of trust and understanding between pupils from different backgrounds; all members of staff – teaching and non-teaching – work together regularly throughout the year to develop our relational practice. As a result, visitors frequently comment on how friendly the school feels and the excellent relationships between staff and between pupils and staff. We are over-subscribed both for Year 7 and the sixth form, and have a very strong track record of recruitment and retention of teaching and support staff.

We have over 110 teaching staff, 35 Teaching Assistants, and 70 other support staff who share a strong belief in what our pupils can achieve. Our teachers are subject specialists, passionate about those subjects and keen to develop their knowledge and practice. We also place great importance on learning beyond the classroom. There is an extensive programme of extra-curricular experiences and over 150 lunchtime and after school activities offered weekly.



We are fortunate in that the entire school has been rebuilt or refurbished to a very high standard over recent years, and we have been able to invest heavily in learning resources for pupils. Schools across Tower Hamlets have a long tradition of working closely together and in recent years this has been facilitated and strengthened by the Tower Hamlets Education Partnership.

What makes us different?

Our KS4 curriculum structure

When we reviewed our KS4 curriculum in 2010 we decided that the traditional model that we offered didn't feel sufficiently flexible or tailored to our students both in terms of context and inclusion. It was 'one size fits all'. We wanted to continue to provide a rich and broad curriculum where the arts are valued alongside core academic subjects but also one that could recognise students' individual needs.

The model we have now is one that is innovative, ambitious, dynamic and responsive to students' needs. We typically offer 25 optional examined courses. Alongside core subjects, students choose two options each year in Years 9, 10 and 11, courses being one year in length, and having the equivalent time of one-day a week per course. Students will take exams at the end of the year. The majority of students will study the EBacc subjects (approximately 80%) with significantly higher than national numbers taking GCSEs in creative and expressive arts, and design technology.



Our inclusive approach

We support students by:

- focusing on both systems and practice - we recognise that we need strong systems to provide structure however, in a school that views high quality relationships as the key driver in all that we do we place an emphasis on supporting colleagues' practice;
- being trauma-informed - understanding that behaviour is a two-way language of communication;
- being compassionate - making decisions about behaviour based on the context of every child and situation;
- being data-led - using both qualitative and quantitative data helps us ask the right questions about behaviour and inclusion, in the same way as progress and attainment.

We recognise that in order to prioritise the development of positive relationships across the school, we have to build it into our structures. In September 2023, we moved to a vertical tutoring system where pupils meet three times a week in coaching circles made up of 12 pupils from Years 7 – 11.

We have 100 circles, led by coaches from across our teaching and support staff and organised into five houses. The circles and houses are fundamental to ensuring every child feels that they belong to our community.

What do we offer?

We know that to provide the best support for our pupils, we need to have staff who feel happy in their role, trusted and well-supported. Teaching staff are able to work from home for some of their PPA time, we take a positive approach to requests for flexible working, we create regular opportunities for all staff to mix socially through weekly staff circles, free staff breakfasts and our Staff Association who run events and trips throughout the year. Teachers have autonomy to plan lessons within departmental agreed curriculum plans and we have regular subject teach meets within departments with a focus on developing subject pedagogy.

We have never believed in performance-related pay, but do believe in the importance of continual professional development and in regular scheduled opportunities for staff to discuss and reflect upon their professional development across the school year. We support and encourage the full breadth of professional development opportunities – formal and informal - from external CPD, to supporting Masters level qualifications including study days and a contribution to costs, providing coaches for NPQ courses and to ongoing high-quality internal training opportunities.

“A supportive community for students and staff”

“A school with a human face, diversity is appreciated”

“High professional trust and autonomy”

“I feel respected and appreciated”

“Supportive colleagues and an opportunity to grow”

“Excellent facilities and amazing SEN provision”

“Relational practice”

“Sense of community felt within the school”

“We teach each other something every day”

“A school that thinks about all communities and promotes equality and inclusivity”

“There is always a smile waiting for you”





Position:	IT Technician
Salary:	NJC Scale 4 points 7-10 Actual salary £30,987 - £32,346
Contract Type / Working Agreement:	All Year Round / Full-Time
Required for:	ASAP
Closing date for all applications:	09:00am Friday 28 th February 2025
Interview date:	w/c 3 rd March 2025

An appointment as IT Technician is an opportunity to join a highly successful team: talented, committed staff, enthusiastic, friendly pupils and a community of supportive families and external partners within and beyond Tower Hamlets.

We believe that our success derives from our inclusive, pupil-centered focus; our commitment to the continuous review of curriculum and pedagogy; our focus on professional development; and a strong belief in the need to work within a set of values which underpins all that we do.

How to apply:

Completed applications should be returned to recruitment@morpeth.towerhamlets.sch.uk

For full details and application pack see the school website www.morpethschool.org.uk or our job page on TES: <https://www.tes.com/jobs/employer/-1042684>

We are committed to safeguarding our students. Successful candidates will be required to abide by the school's Safeguarding Children policy and undergo an enhanced DBS check. The School may conduct an online search as part of due diligence checks in the recruitment process.

IT Technician – Job Description

Contract Type	All Year Round
Duration	Permanent (upon successful probation)
Working Hours	35 hours pw (08.30 – 16.30 Monday - Friday)
Working Pattern	Full-Time
Salary	Scale 4 points 7-10 Actual Salary: £30,987 - £32,346
Responsible to	IT Services Manager

Main purpose of the job:

To work as an active member of the IT services Department providing technical support for all aspects of ICT activities and resources across the school. This will require the postholder to instigate and progress work with the aim of continually improving the educational environment, working with both staff and pupils.

Main Responsibilities:

- To provide a wide range of technical support.
- To undertake day to day maintenance (including changing printer cartridges, projector bubs, remotes, IWB pens, etc) and repair of ICT equipment and to participate in a preventative maintenance programme.
- To support other network-based systems such as IP telephony, access control, CCTV, cashless catering, wireless AP, internet filtering, antivirus protection, data backups etc.
- To support with the setting up of equipment for both curricular and extra-curricular activities such as assemblies, training sessions and after school clubs.
- To maintain a daily work log, recording details of tasks undertaken and regular reporting to other members of the department.
- To ensure that ICT systems, procedures and assets are documented and that movement of assets is controlled and centralised and the helpdesk inventory is kept up to date. This will include hot swap stock and spares.
- To ensure the delivery and maintenance of the standard desktop image, providing a timely reimaging process.
- To perform software installation and pre-installation testing and maintenance of the software library – recording and maintaining software utilised and licensing requirements.
- To support with ICT equipment disposal, ensuring that this is carried out in accordance with the school and statutory guidelines.
- To ensure that incidents are logged in order to support on-going maintenance issues.
- To assist with the installation, configuration and upgrading of all school ICT equipment and resources.
- To distribute resources and provide informal support of staff in the use of hardware and software, including online cloud-based platforms such as Google Classroom & Office 365.
- To maintain satisfactory standards of health, safety and security, at all times, when working with staff, students and equipment.
- To carry out administrative duties aligned to the work of the department.
- To support the school in the delivery of an efficient Management Information System, currently SIMS.
- Any other duties commensurate with the grading of the post.
- To be a coach to a group of pupils as part of Morpeth's Coaching programme.

As a member of a House or Year team

(Coaches and Tutors or attached staff)

Under the Guidance and direction of the Head of House (Years 7 – 11) or Head of Year (6th form), to:

- get to know the pupils well
- get to know families well through regular contact, sharing successes and participating in Meet Your Coach / Tutor days.
- plan sessions, reading through guidance notes in advance
- develop skills in facilitating a coaching circle
- promote high standards of work, behaviour, attendance and punctuality from members of the Coaching / Tutor Group
- keep an accurate and up-to-date register following school guidance re. attendance and punctuality
- write reports as required
- prepare initial drafts for references, testimonials and reports to outside agencies, as appropriate
- teach the CPSHE programme as required
- attend assemblies with the group and supervise their arrival, behaviour and departure
- participate in Head of House / Head of Year meetings

IT Technician – Selection Criteria

Please address these criteria in your application form and interview

- Previous school based experience would be desirable.
- A good understanding of LAN and network technologies and Microsoft operating systems (both client and server). Experience of Mac OS and applications would be desirable.
- A sound knowledge of PC Hardware, with the ability to install, configure and troubleshoot PC components and peripherals and to perform minor repairs.
- A self-motivational work ethic and the ability to support others within the team.
- Excellent organisational skills, with a calm methodical approach to problem solving (without regular supervision).
- An understanding of the need to maintain records of work undertaken.
- Excellent communication skills and the ability to relate to both staff and pupils.
- A keenness to improve and develop technical skills.
- An awareness of the need to work within satisfactory health and safety guidelines.
- Commitment to the protection and safeguarding of children and young people

IT Department at Morpeth School

The IT technician forms one of a team of four, joined by another IT technician, a Deputy IT Manager and an IT Services Manager, who has overall responsibility for the team. There is room for personal autonomy within this post alongside supporting the effective operation of the wider IT services team.

For candidates with the appropriate skills and experience, there is opportunity to advance to the role of senior IT technician.

This is a dynamic post that can see varied responsibilities day to day, helping colleagues across the entire school organisation with various IT challenges and opportunities, at various levels across the school – this can also include pupils in lessons where IT is used.