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# APPLICATION PACK

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POSITION:  
**SENIOR IT TECHNICIAN**



**Churston Ferrers  
Grammar School**

Learning to create a better world





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# WELCOME

## FROM THE STUDENT PRESIDENT

Dear Applicant

Thank you for expressing interest in becoming a member of staff here at Churston.

Having attended the school since 2017, I've now spent over 6 years here, and I can safely say that deciding to come here was one of the best choices that I have ever made, which is in no small part due to the superb standard of teaching, as well as the wonderful atmosphere that exists within the school.

As a selective school, Churston is very academic, which I feel is shown through the tremendous amount of passion that all of the teachers have towards their subjects, something which is very inspiring to all members of the school community. This is reflected in the school's academic results, which are consistently outstanding. Alongside this, the school places a great deal of emphasis on student welfare, something which creates a very unique and positive culture, where students are driven to be the best that they can be, in all aspects. There is also a wide variety of enrichment opportunities for students, further enhancing the very positive culture that exists within the school.

The school has three core values, Active Citizenship, Social Justice and Sustainability, all of which are upheld in every way possible by all members of the school community, something which constantly shows to students that they can make a difference.

I hope that all of this goes to show why Churston is such an excellent school, and why working here can be a thoroughly rewarding experience, something which is enhanced by its beautiful coastal surroundings. If you feel that these values resonate with you, then you will fit in perfectly here at Churston, and we look forward to meeting you!

Joshua Goode

**Student President**



# WELCOME

## FROM THE HEADTEACHER



**James Simpson**  
**Headteacher**

Welcome to Churston Ferrers Grammar School, and thank you for your interest in the position of Senior IT Technician. Churston Ferrers is the most westerly of England's co-educational grammar schools, sitting in a beautiful location at the bottom of Torbay with easy access to stunning coast and countryside as well as excellent transport links to Plymouth, Exeter and beyond. We work in partnership with other schools in the area, as well as nationally through the Grammar School Heads Association.

Churston is a school where we all believe in the importance of a truly rounded education that combines academic excellence with outstanding personal development and pastoral care. As an academically selective school, we work with motivated and hard-working students who want to achieve highly. Our outstanding student services team and well-established culture of pastoral support mean that Churston students are able to achieve their goals in a caring, nurturing environment. The school's commitment to the development of our students' wider interests and passions is evidenced by a thriving scene of clubs, societies, sports, arts and trips.

Our students leave Churston with a clear understanding of the positive impact they can have on the world around them. The passions and interests of the Churston staff are central to our development of our students' awareness of the importance of Social Justice, Sustainability and Active Citizenship.

We are committed to recruiting and retaining the very best staff to give our students the education they deserve. We have a strong reputation for employee wellbeing: the staff body is a cohesive and welcoming one and our working culture is explicitly protective of family and private time. We are also committed to staff personal and professional development, dedicating resources and support to ensure that everyone feels a strong sense of autonomy, relatedness and competence in their work.

We look forward to hearing from you.

### VALUES

Our senior leaders and governing board are committed to continuous improvement and 'learning to create a better world' by developing strategy underpinned by our 3 core principles: Social Justice, Active Citizenship, and Sustainability.

### OFSTED VIEWS

'Leaders provide a broad and ambitious curriculum. There are high expectations for what all pupils can achieve, including those with special educational needs and/or disabilities (SEND). Leaders have a clear vision for the intent of the curriculum.'

'Pupils are happy at school and enjoy strong relationships with staff. They are positive about the education they receive, both in and beyond the classroom.'



**OUR MISSION**

We offer a co-educational, academic education that opens doors for students from all backgrounds. We maximise academic success through a creative and supportive culture that welcomes and includes everyone in the school.

**OUR VISION**

We want our students to achieve more and be happier at Churston than at any other school, and to leave us with a passion for learning and a strong sense of social justice.

**OUR ETHOS**

We believe that happy, challenged and well supported students perform better, and are more caring towards each other. Student welfare is a priority and we are proud of our students' considerate and inclusive outlook.

## SENIOR IT TECHNICIAN

To commence January 2024

Full-time, permanent contract

- Scale 5 Point 22 - 25 (£25,842 - £27,970)
- 37 hours per week / 52 weeks per annum

School Roll 1026 (277 in Sixth Form)



**Churston Ferrers  
Grammar School**

Learning to create a better world

Churston Ferrers Grammar School is a high performing selective school with a long-standing reputation for exceptional pastoral care and personal development. Academic standards are high, both in terms of attainment and progress, and the school is recognised for its innovative and inclusive classroom practice.

The school is well known in the local area for its distinctive family feel, backed up by exceptionally strong pastoral care, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities to build confidence and self-esteem.

We are seeking an experienced and innovative IT technician to join our dynamic team. The role of the Senior IT Technician is to support the provision of IT infrastructure in school, respond to support requests, problem resolution and service request operation that meets the needs of our SLA.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

If you wish to hear more about the role please contact Mr Paul Radmore, Head of IT and Communications via [paul.radmore@churston.torbay.sch.uk](mailto:paul.radmore@churston.torbay.sch.uk).

Please submit your application and supporting document via the online form on the vacancy page of the school website.

Closing date is 9.00 am on Tuesday 28th November 2023

Interviews will be held on Wednesday 6th December 2023.

# HOW TO APPLY

Please read the enclosed job description very carefully.

Please complete the Support Staff application form which can be accessed from our school website <https://churstongrammar.com/information/vacancies>. This will automatically be received by the school.

Please ensure your supporting statement relates to the competencies outlined in the job description.

If you experience any technical issues in the completion of your application, please email [support@churston.torbay.sch.uk](mailto:support@churston.torbay.sch.uk) with the subject title of 'URGENT – Senior IT Technician application technical issues'.

**CLOSING DATE FOR APPLICATIONS:** 9.00 am on Tuesday 28th November 2023.

**INTERVIEW DATE:** Wednesday 6th December 2023.

## References

References will be taken for candidates shortlisted for interview prior to the interview date.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check.

## Queries

If you have any queries regarding this job vacancy or would like to discuss this post in further detail, in the first instance, please contact Mr Paul Radmore, Head of IT and Communications via [paul.radmore@churston.torbay.sch.uk](mailto:paul.radmore@churston.torbay.sch.uk).

Thank you for your interest in our school. We look forward to receiving your application.

# JOB DESCRIPTION

## SENIOR IT TECHNICIAN

### RESPONSIBILITIES:

- Deputising for the Head of IT & Communications in his absence
- Line management of IT Apprentice
- Ensure a reliable and up to date inventory database is kept
- Liaise with external support providers and suppliers
- Maintenance & administration of IT Systems
- Keep abreast of Antivirus updates and Cyber Security changes
- Identify and provide staff training in relevant technologies
- Develop own technical skills and advance in professional certification
- Support school hall sound & lighting technology
- Develop current projects and systems in place
- Ensure systems and software are kept up to date with the latest security and feature updates
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance and security
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organise and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The contents of this job description are known to and have been, as appropriate, discussed with the employee in question.



# PERSON SPECIFICATION

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## SENIOR IT TECHNICIAN

### CORE ESSENTIALS

#### To have the skills and knowledge to:

- Deputise for the Head of IT & Communications in his absence
- Line manage the IT Apprentice
- Ensure a reliable and up to date inventory database is kept
- Maintain and administer of IT Systems
- Keep abreast of Antivirus updates and Cyber Security changes
- Ensure systems and software are kept up to date with the latest security and feature updates

### DESIRABLE:

- Experience of programming (Python, php and C) and webdesign
- Knowledge of CCTV systems
- Knowledge of VOIP Telephony systems
- Knowledge of school hall sound & lighting technology

### REQUIREMENTS AND SKILLS:

- Proven experience as IT Technician or relevant position
- Excellent diagnostic and problem solving skills
- Excellent communication ability
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of cyber security and data privacy principles
- Certification as IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional)



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<https://churstongrammar.com>

**Headteacher**

Mr James Simpson, BA(Hons), MA, FCCT

**Chair of Governors**

Ms Sarah Sadler-Smith