



Malton School

A Specialist Science School



SUPPORT INSPIRE THRIVE

IT ADMINISTRATOR

INFORMATION FOR APPLICANTS

September 2023

Dear Applicant,

Thank you for your interest in the post of IT Administrator at Malton School. This document aims to give you some information about the school and the application procedure.

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 1031 students on roll, including 225 in the Sixth Form; there are 54 teaching staff and 74 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed. We currently have 5 forms across all year groups.

Nine years after launching its iPad scheme and with five years of running the 1:1 scheme throughout all year groups, Malton School was delighted to be recognised as an Apple Distinguished School from 2021-2024. Apple Distinguished Schools are centres of innovation, leadership, and educational excellence. They use Apple technology to connect the students to the world, fuel creativity, deepen collaboration and make learning personal. Every member of staff has an iPad as well as a laptop and all students have an iPad. The IT Administrator is integral in supporting the IT Manager & Technician to deliver this technology.

The school is a member of the Red Kite Teaching School Alliance, a group of high achieving Yorkshire schools (including Harrogate Grammar School, Prince Henry's Grammar School, Ilkley Grammar School, Rossett School and Roundhay School). We share staff development programmes and opportunities within the alliance, including leadership development and support for newly qualified teachers.

I hope you will be interested in this post and I look forward to reading your application.

Yours sincerely,

Rob Williams
Headteacher

Benefits of working at Malton School

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- A strong bespoke staff development programme for all staff; opportunity to undertake additional training as required for own professional development.
- Membership of the Red Kite Teaching School Alliance.
- Apple Distinguished School; you will have your own iPad to support your role.
- Employee Assistance Programme with direct access to wellbeing services and support.

Malton School is committed to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment.

IT at Malton School

The IT support function at Malton School is some of the best in the education sector. After launching the iPad scheme, almost 10 years ago, we enable students to connect to the world in a way that fuels creativity, helps deepen collaboration and makes learning personal. In acknowledgement of this we have been recognised as an Apple Distinguished School for the years 2021-2024. We work tirelessly to look at our IT infrastructure and ensure it is fit for the demands of a busy school in an ever-evolving world. The department is responsible for the security, privacy and safeguarding of all students, staff and the school as a whole and keeps up-to-date with the latest cyber security training. Now more than ever is a very exciting time to work in such a progressive and positive department.

The School Curriculum

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week.

Key Stage 3

Students are placed in mixed-ability form groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, Modern Languages and Religious Education.

Key Stage 4

English (including Literature) Maths, Double Science, Religious Studies, Citizenship, and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). GCSE General Studies is available as an additional entry in Y11.

Key Stage 5

Advanced Level courses are currently taught in Art, Biology, Business Studies, Chemistry, Computing, Design Technology, English Literature, French, General Studies, Geography, Food, Nutrition & Health, History, Maths, Maths (Further), Music, Philosophy and Belief, Physics, Physical Education, Psychology and Sociology.

Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

Personal Development Activity

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. New members of staff would be expected to contribute to this programme either by supporting a SEN student in their activity, jointly or independently leading an activity.

Citizenship

Citizenship is taught to all in Years 7 to 9 for one period per fortnight, and to those in Years 10 and 11 for two periods per fortnight. This builds on a well-established programme of Personal & Social Education, complementing tutorial work and linking into the Careers programme.

Academic Structure

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant Faculty Leader.

In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

Pastoral Structure

Each Key Stage is led by a Head of School and an Assistant Head of School. There are currently four Form Tutors in Years 8, 10 and 11 and five Form Tutors in Years 7, 9 and Sixth Form. The school is oversubscribed and moving to five forms across all year groups.

The School Site

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch and an athletics track as well as 7 hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furnished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A new dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016.

School data

Address: Malton School
Middlecave Road
MALTON
North Yorkshire
YO17 7NH

Telephone: (01653) 692828
Email: admin@maltonschool.org
Website: www.maltonschool.org

Chair of Governors: Rod Anson c/o Malton School

Clerk to the Governors: Helen Lowdell
Malton School

Corporate Director of Education: Stuart Carlton
County Hall
NORTHALLERTON
North Yorkshire
DL7 8AE

Telephone: 0845 034 9494

Application

You are invited to submit an application for the post IT Administrator at Malton School and to support your application with a letter.

Completed application form and supporting letter should be emailed to Claire Hardware (cmh@maltonschool.org) by **9am on Monday 16th October 2023**. Your application will be acknowledged. Interviews are planned for **Friday 20th October 2023**. If you have not heard from us by then you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in the post of IT Administrator. If you have any questions please do not hesitate to contact Claire Hardware on the email above.

Malton School is committed to safeguarding and promoting the welfare of its students. All staff must have enhanced DBS Clearance and are expected to adhere to safe working practices.