



ICT Technician Wren Academy Finchley

Closing Date: Noon, Monday 30 March 2020

Interview Date: Week commencing 2 April 2020



Do justice, love kindness, walk humbly with your God: Micah 6v8

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Wren Academies Trust

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Executive Principal: Gavin Smith

March 2020

Dear Colleague

Wren Academy Finchley – ICT Technician

Thank you for your interest in this post at Wren Academy Finchley.

The information given in the documentation here and more general information elsewhere on the website should give you a clear understanding of the Academy. However, if you wish to find out more, you are welcome to arrange a visit – please contact Emily Shaw on 020 8492 6000 to arrange a suitable time.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be with us by noon on the 16 March and interviews will be held on Thursday 19 March. You may send your application in hard copy to the address above or by e-mail to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application. I look forward to meeting you if you are selected for interview.

Yours sincerely

Gavin Smith
Executive Principal

Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



ICT Technician

NJC Scale points 17 – 19

Working for 22.5 hours per week, 52 weeks per year

Paid salary for the above: £16,716 - £17,323

Start date: May 2020

Wren Academy Finchley requires an additional member to join the ICT team and to help manage ICT systems, infrastructure and equipment. The team currently comprises of a Network Manager and two other technicians. The Academy is a growing Multi Academy Trust and will have a new school opening in Enfield in September 2020.

We require someone who is forward thinking, with relevant experience, able to work in a multi-skilled team and who will bring enthusiasm to the role. All our ICT team work with students, staff, so an ability to interact professionally on a number of levels is also important.

The detailed Job Description, additional information about the Academy and the post and the application form are available to download from our website:

www.wrenacademy.org/recruitment.

Please note that we require the Wren Academy application form to be completed before we are able to consider your application. We do not accept CVs.

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WREN ACADEMIES TRUST

Wren Academy Finchley

Job Description – ICT Technician

Purpose

To assist the Network Manager, students and staff in the day to day maintenance of the IT infrastructure. To be responsible for the general maintenance school's computer systems, interactive whiteboards and other related software and hardware.

Responsible for

The ICT Network system, including support and maintenance.

Ensuring that Academy staff and students are provided with uninterrupted access, reliability and security within the boundaries of Academy Policies and legislation relating to data protection, child protection and indecent materials.

Liaising with

Network Manager, teachers and student services staff, other staff with cross-academy responsibilities, suppliers, contractors, some external agencies and other visitors to the Academy.

Working Time

22.5 hours per week with the possibility of some overtime working.

Contract Type

52 weeks with 25 days Annual leave to be booked during school holidays or as directed by the school.

Reporting to

Network Manager, Finance Director

Duties

- To assist the Network Manager as appropriate in the management of the academy's ICT facilities.
- To take ownership of the rollout of Microsoft Office365 and supporting staff and students in using all associated components.
- Work flexibly between several buildings / sites, including the new site in Enfield to provide technical support for ICT.
- Be responsible for the installation of, and maintenance of computer software and hardware.
- To manage on a day to day basis the ICT network, it's staff and develop their skills and knowledge.

- To take on a supervisory role with students and staff as appropriate.
- To assist sixth formers with their personal devices in line with the academy's bring your own device policy.
- To assist lower year students with their iPads and associated support.
- Maintain and manage the school's networks.
- Monitor/ take ownership of printer consumables.
- Ensure that the ICT suites / LRC are ready for use each day / load paper in printers etc
- Support teaching staff / students in the technical aspects of ICT.
- Support the learning and teaching of ICT in the computer suite.
- Oversee maintenance and any other relevant external contracts.
- To support the academy in behaviour and running events.
- To take part in the academy duty rota as required.
- Any other related duties as directed by the Network Manager.

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the academy's dress code.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach, and to be prepared for the unusual.

Personal Development

- To take responsibility for improving knowledge of ICT development within an educational context and to keep abreast of other relevant ICT issues.

School Development

- To support the schools aims and to carry out its policies.
- To support the school in implementing its School Improvement plan and any requirements identified under its self evaluation procedures.

Assessment

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager.

Other Specific Duties

- To play a full part in the life of the academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the academy in meeting its legal requirements for worship, and its status as a Church School.

- To show a record of excellent health, attendance and punctuality.
- To uphold and actively support the academy's policies and procedures on the safeguarding of young people.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

March 2020

WREN ACADEMIES TRUST

Wren Academy Finchley

Person Specification – ICT Technician

Professional Skills and Experience

1. Possess appropriate qualifications and/or experience in a similar role.
2. Have sound knowledge of Network issues and of working with Active Directory
3. Have experience of using Office365 modules including Teams, OneNote and SharePoint
4. Be an excellent practitioner with the ability to inspire others.
5. Be able to prioritise tasks and work to tight deadlines.
6. Show evidence of continued professional development.
7. Have relevant experience of working in comprehensive and multi cultural environments.
8. Have sound technical understanding of school ICT Network issues.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian vision in the academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole academy team which seeks and develops a variety opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.
9. Embody our vision and values particularly those of justice, kindness and humility.

Academy Information 2019/2020

Wren Academy opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. We have come a long way since the school opened to its first Year 7 in 2008 and are now an all through school with over 1400 students aged between four and 18. The school has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. The Academy is proud of its successes; we have been given three 'Outstanding' Ofsted judgements and achieved highly in GCSE and A Level results. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners.

Our Sixth Form has grown in popularity since opening to our first Year 12 students in 2013. It has rapidly established a reputation for academic excellence, great study support and a rich and varied extra-curricular programme. Furthermore, we have proved our ability to help students achieve their ambitions by gaining access to the best university courses and employment opportunities.

We are on track to opening a second Academy in the London Borough of Enfield. Plans are well advanced to open Wren Academy Enfield on the Chase Farm Hospital site. The new school will open in September 2020 with the first cohort of Year 7 students. The Academy will then grow each year to become a six form entry 11-18 school. The development of a second Academy will lead to further collaboration and innovation. It is also expected that the further growth of the Trust will result in opportunities for continued Professional Development and career progression.

The Academy has high academic standards coupled with a strong emphasis on developing students' social and learning skills. Our learning culture embraces all aspects of life at Wren, not just the lessons. Students make exceptional progress at the Academy. In 2019, our excellent GCSE results were maintained:

Progress 8	+0.91
Attainment 8	61.88
Grade 5 or above including English and Maths	77%
Grade 9-8 (A*)	28%
Grade 9-5 (A*- B)	78%

Wren Academy Sixth Form students have achieved excellent A Level results this summer with the A* grades being the highest percentage ever:

Grade A* - A	25%
Grade A* - C	83%

We are also delighted with the university and employment destinations our students are achieving. Most Wren sixth form students move on to the university of their choice with increasingly high numbers going to Russell Group institutions and with Oxford, Cambridge, Durham, Imperial and the LSE amongst our destinations. Three students went to Oxbridge this academic year. Wren students regularly win places on the most competitive courses, including medicine, dentistry and law. Students also gained places at highly sought after creative arts institutions such as Central St Martins and Mountview Academy.

Wren is a comprehensive school, which welcomes students of all academic abilities and maximises their potential. We are also a vibrant and culturally diverse community.

Our curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Each half term we have a focus day on which the usual timetable gives way to in depth study of a range of issues. To further support learning and social development, we have a house system and there are vertical tutor groups for students Years 7-10.

The Academy's specialism is Design and the Built Environment. Key skills associated with our specialism, like planning and creativity, impact across all subjects. We work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum.

We have developed students' learning skills and attitudes through our immersion in the philosophy of Building Learning Power (BLP). We have developed a reputation for excellence in this area and now provide BLP training to other schools. Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together. We now have over 96 teaching staff and 65 student services colleagues.

We have a campus, which is architecturally innovative and visually impressive with a high emphasis being placed on environmental sustainability. The buildings provide for a wide range of teaching and learning approaches with larger, flexible learning areas and smaller group rooms alongside more traditional classrooms. The working environment for all staff is of a high quality.

Other benefits of working at Wren:

- Children of colleagues working at Wren for over two years will be given priority for a place in Reception or Year 7
- An exceptionally talented and mutually supportive staff team
- Talented, courteous and ambitious students
- A pleasant and attractive working environment
- Free refreshments and lunchtime allowance

Further details on the curriculum, structure and ethos of the Academy are available on our website: www.wrenacademy.org.

Gavin Smith
Executive Principal

Selection Process Details

Application deadline

Completed application forms must be received by noon, Monday 30 March 2020.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Visits

Prospective candidates are more than welcome to visit by calling the Academy on 020 8492 6000 and arranging an appointment.

Selection process

The selection process will consist of a combination of tasks and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

March 2020