

# Applicant Pack

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To be read in conjunction with our 'Joining our staff' brochure



## Job Advert



Westfield School, an 11-16 comprehensive secondary with c1200 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

### IT Technician

**Salary: G4 Scale Point 7 to 12 (£20,444 to £22,571)**

**Permanent – 37 hours per week / 52 weeks per year**

**To start: ASAP**

### About this vacancy

We currently have an exciting opportunity for an IT Technician to provide support to the school, working as part of the ICT Support Team, to ensure the smooth running and delivery of IT systems across all schools within the Trust. Reporting to the Network Manager at Westfield school, you will be predominately based at Westfield School but will work as part of a small team across our schools to ensure the IT services for the Trust are operating at optimum efficiency. If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role. Please see the enclosed Job Description for further details.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Mark Simpson, Network Manager: [msimpson@chorustrust.org](mailto:msimpson@chorustrust.org)

**Deadline for applications: 11.59pm on Tuesday 19 April 2022.**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post title:</b>	IT Technician
<b>Profile:</b>	TBC
<b>Grade:</b>	Grade 4
<b>Grade spinal point range:</b>	SCP 7-12
<b>Accountable SLT post:</b>	Trust IT Director
<b>Line Manager of post holder (if different):</b>	Network Manager
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Trust IT Team Teaching and Support staff
<b>Holiday and sickness relief by/for:</b>	By and for other IT Support staff
<b>Purpose of job:</b>	To provide a range of technical support and expertise and to ensure the efficient use of IT and related systems and equipment throughout the school.
	This post may work across the Trust schools.
<b>Version revised:</b>	February 2021

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### Specific duties and responsibilities

To be responsible for providing an efficient IT support service, following systems and processes to the standards required by the School/Trust and appropriate regulatory bodies. Duties will include, but not limited to:

#### **Maintenance of the School ICT Network Facilities**

- Contribute to the provision of ICT Support throughout the school under the direction of the Network Manager.
- Advise on set up and maintenance of ICT hardware and software.
- Contribute to optimising network performance, including planning and implementation of changes to the network.
- Ensure an up-to-date inventory of ICT equipment, software licenses and consumables is maintained.
- Assist with the development and maintenance of the school learning platform.
- Undertake maintenance of ICT hardware.

#### **Provide Assistance to Staff and Students Using ICT**

- Setting up equipment for the delivery of the curriculum.
- Ensuring effective integration of curriculum and administrative systems to achieve maximum efficiency.
- Contribute to ICT training provision and advise school staff as appropriate.
- Develop safe working practices in relation to the use of ICT.
- Liaise with partners and suppliers of the school on ICT related issues.
- Undertake projects to enhance specific developments of ICT within the school.

#### **Contribute to the Schools Program of ICT Development**

- Liaise with partners and service providers to maximize the efficiency of the school systems.
- Liaise with suppliers regarding the procurement of ICT products.
- Keep up to date with national and local developments in ICT and determine potential benefits for the school.
- Undertake ICT projects under the direction of the Network Manager.

#### **ICT Technical Service Support**

- Maintain a help desk system that ensures that requests for work are prioritised and completed in line with the department's standards.
- Work towards achieving and maintaining ITIL recognised standards of support.

- Maintain the inventory and stock management.
- Problem solve and troubleshoot issues on the network such as software, hardware, configuration and user errors.
- Provide high quality user support, including staff training.
- Install software as required and to the standards set out by the Network Manager.

#### **ICT Hardware Installation and Maintenance**

- Install and configure new and existing IT equipment.
- Carry out repairs and maintenance to hardware to maximise the efficiency of equipment.
- Ensure the correct disposal of damaged and un-repairable equipment and that the school meets its recycling duties in line with current procedures.

#### **General Duties**

- As a member of the ICT Technical team, you will be expected to liaise with the Network Manager and teaching staff as appropriate.
  - Carry out all problem solving, changes, configuration, availability, capacity and continuity processes in-line with the Framework for ICT in Schools (FITS) recommendations and guidelines under the direction of the Network Manager and the trusts policies and procedures.
  - Actively pursue training and accreditation on agreed plans for the school network and system developments and upgrades.
  - To assist with the production of an annual audit of the ICT equipment.
  - Research information concerning equipment, evaluate systems for best value and advise the Network Manager on purchases.
  - Produce orders for equipment and consumables after agreement with the Network Manager.
  - Take responsibility for own professional development, continually keep updated about new initiatives in educational ICT, and contribute to the school as a learning organisation.
- Assist with the implementation of projects and school ICT initiatives.

#### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the clerical duties of the IT team as required from time to time and as appropriate to your role.
- Contribute to the overall ethos/work/aims of the Trust/school.
- Participate in relevant training, other learning activities and performance management as required.

- Ensure relevant display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.
- Team responsibilities - All business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: IT Technician**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience in supporting IT networks in a large user environment		✓	A / I
In depth knowledge of Window 10	✓		A / I
Experience supporting and maintaining a different range of client hardware, e.g. PC, laptop, tablet	✓		A / I
Experience using a helpdesk system to facilitate service delivery		✓	A / I
Ability to work positively as a member of a team	✓		A / I
Experience supporting ICT in an education sector		✓	A / I
Good working knowledge of Microsoft O365		✓	A / I
Good working knowledge of management information system: SIMS		✓	A / I
Experience of supporting educational software		✓	A / I
Administration of Active Directory and Group Policy		✓	A / I
Good understanding of DNS, DHCP, networking	✓		A / I
<b>Qualifications</b>			
Excellent numeracy/literacy skills and standard of education – to include English and Maths at GCSE (or equivalent) at Grade C or better	✓		A
<b>Other skills</b>			
Constantly improves own practice/knowledge through self-evaluation and learning from others	✓		A
Highly motivated with a can-do attitude	✓		A / I

Ability to relate well to children and adults	✓		A / I
Willingness to participate fully in Trust activities	✓		A / I
Willingness to undertake training and professional development as necessary	✓		A / I
<b>Interpersonal skills</b>			
Excellent organisation, communication and decision-making skills	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I