



## **ICT Technician**

**Required to start as soon as possible.**

**37 hours per week, all year round**

**Scale 3 (£18,795 - £19,171)**

## **Recruitment Information Pack**

Immanuel College

Idle, Bradford BD10 9AQ

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Dear colleague,

Thank you for taking an interest in joining my staff team here at Immanuel College. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a thriving and successful 11-18 Church of England Secondary Science College serving the communities on the northern border between Leeds and Bradford.

Our ethos is very important to us as it means that our students will develop within a caring Christian environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirms we are an **Outstanding** Church school that is outstanding at meeting the needs of all learners. In 2016 we joined Bradford Diocesan Academy Trust this has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the academy chain

Our goal at Immanuel College is to become an outstanding school that delivers educational excellence. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

In 2019, Ofsted judged us to be a 'good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A level results are good with outstanding results in many subjects. We have a thriving and inclusive Post 16 and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' both for our students and staff.

If you share our enthusiasm for learning and would like to visit us at our best then please get in touch.

I look forward to meeting you, and reading your application.

With all good wishes,

**Jane Tiller, Headteacher**

## Application Process

The closing date for all applications is 12 noon on Friday 7<sup>th</sup> August 2020.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to:

[katie.green@immanuel.bradford.sch.uk](mailto:katie.green@immanuel.bradford.sch.uk)

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

**All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 425900**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 425900, or email [katie.green@immanuel.bradford.sch.uk](mailto:katie.green@immanuel.bradford.sch.uk)

## **About BDAT**

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

## **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

## **Our mission statement**

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

## **Our growth**

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation. To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit #wearebdat.

## **Our Christian ethos**

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## OUTLINE JOB DESCRIPTION

**JOB TITLE:** ICT Technician

**TEAM/FACULTY:** ICT Services

**JOB PURPOSE:** To assist the Network Manager and support Teaching and Learning throughout the school. Provide an excellent support system for both Admin and Curriculum users alike.

**SALARY:** Scale 3 (£18,795 - £19,171)

**ACCOUNTABLE TO:** Network Manager

The ICT Services department is a small and hardworking department and every member of the team has a valuable contribution to make. Offering an excellent service to all users of the school is core to what we do. It is important that everyone feels supported and we offer the absolute best service that we can.

The following information is furnished to assist staff joining Immanuel College to understand and appreciate the work content of their post and the role they play at school. The following points however should be noted.

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when their work is reviewed.

Additional duties and requirements are to be at the discretion of the Headteacher in line with school policy.

### PRIME OBJECTIVES OF THE POST

To support teaching and learning throughout the school. To be responsible for managing and developing the use of ICT both in Administration and the Curriculum

You will need to be able to

- Work as part of a team and individually
- Deal with everyone in school in a face-to-face, tolerant and friendly manner

Technical support will include the following

- Support of the school network
- Ensure servers are properly maintained and backed up
- Curriculum software and systems

- All peripherals including printers and scanners
- Internet technologies and platforms the school uses

### **SUPERVISION AND GUIDANCE**

Line manager is the Senior ICT Technician. The ICT Technician will support and advise the Senior ICT Technician on day to day matters and assist with the development of the ICT strategy.

### **RANGE OF DECISION TAKING**

Decisions relating to the technical aspects of supporting a computer network in school on a day to day basis are required.

The ICT Technician will make recommendations to the Senior ICT Technician on new developments and their compatibility to existing systems to support student learning.

Day to day workload will be self-managed with guidance from the Senior ICT Technician, with appropriate priorities set.

### **RESPONSIBILITY OF ASSETS AND MATERIALS**

There is responsibility for the safety and maintenance of the school network and all associated equipment i.e. laptops, cameras and associated software and hardware, staff workstations etc.

Access to confidential information held on school servers such as examinations. It is expected that the ICT Technician will observe confidentiality and the Data Protection Act in relation to any information.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Support teaching and learning in the classroom and across the school including working with staff and students when required providing a service culture
- Ensuring that day to day tasks relating to ICT maintenance are prioritised and completed with minimum disruption.
- Observe the school's Christian Ethos during all duties

### **SPECIFICALLY**

- Ensuring workload is managed in accordance with the school needs
- Support in the management of the SIMS.net system including updates, staff training etc.
- Management of the school e-mail system
- Managing system backups
- Monitoring user access and controlling systems access
- Maintenance, development and monitoring of Internet use and provision of Intranet
- Keep up to date with the platforms used by the school to support teaching and learning. Be able to assist with training and support for staff.
- Basic configuration of PCs, software installation and upgrades
- Fault finding, searching for solutions to software and hardware faults
- Assist with developing ICT systems with the guidance of the Senior ICT Technician
- Ensure all peripherals function correctly and arrange for repairs as required
- Working with students and staff in a classroom environment when required
- Support teaching and learning in classrooms at a basic level, e.g. by filling printers with paper and arranging for replacement cartridges
- Assist with maintaining the school inventory for software and hardware

- Assist with producing, information sheets, posters, safety advice etc. relating to ICT for school.
- Supporting at out of hours events such as open evening, presentation evening etc.
- Keep up to date with technologies and assist with development of the school web site and internal intranet etc.
- May be required to work with partner school on ICT projects at the direction of the Network Manager

Additional duties and requirements are to be at the discretion of the Head teacher in line with school policy.



## Person Specification

Attribute	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• GCSE qualifications Maths &amp; English C &amp; above or equivalent vocational qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications in IT preferably at Degree level.</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Previous experience of managing a network, using Microsoft technologies &amp; VM Ware. Server maintenance, Internet and Intranet services. Desktop management &amp; software updates &amp; installation. Remote desktop Services admin. (See Job Description)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of supporting SIMS in a school environment, development of Intranet Services.</li> </ul>	Application form & Interview
Special Knowledge	<ul style="list-style-type: none"> <li>• Willingness to undertake training relevant to the post.</li> <li>• Knowledge of Current IT Packages including but not limited to Word, Excel, PowerPoint, Publisher etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current issues affecting hardware purchases.</li> <li>• Evidence of previous training to encourage professional development.</li> </ul>	Application form. Application form & Interview
Disposition/attitude	<ul style="list-style-type: none"> <li>• Ability to support the Christian Ethos of the Academy.</li> <li>• Ability to work without supervision and prioritise workload.</li> <li>• Ability to interact with, work and support the learning of pupils of 11-18 years.</li> <li>• Good team worker.</li> <li>• Tolerant and flexible – willing to work with all others to support student achievement inside and outside the classroom.</li> <li>• Sense of Humour and Adaptability.</li> </ul>		Interview Application form. Application form.  Application Form Interview  Interview
Practical and intellectual skills	<ul style="list-style-type: none"> <li>• Ability to communicate the characteristics of both software and hardware in plain English.</li> <li>• Good interpersonal skills.</li> </ul>		Interview
Personal circumstances	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Ability to work extra hours (paid) if required.</li> </ul>		Application form & Interview

Attribute	Essential	Desirable	How Identified
Physical & sensory	<ul style="list-style-type: none"> <li>• Sufficient stamina and energy to cope with the demands of the role.</li> <li>• Ability to meet the physical demands of a large site with computers in different areas.</li> </ul>		Application form & Interview

### ***Personnel Specification***

*This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.*

### ***References and Police Checks***

*All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.*

### ***Equal Rights***

*Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the council's services.*