



SOLIHULL SCHOOL

Appointment of ICT TECHNICIAN

Information for Applicants

Solihull School
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SOLIHULL SCHOOL

Solihull School was founded in 1560 from the revenues of the parish chantry chapels of St Mary and St Katherine and it remains a Christian foundation. In 1882 the School moved to its present site in the centre of Solihull. The site and the history of the School have created a very strong link between the School and the local community, although many pupils do come to the School from elsewhere in the West Midlands. The original 19th Century School House survives, but there has been extensive recent development. In January 2002 two major buildings were completed at a total cost of over £5 million: the conversion of the old assembly hall into an extensive library and IT facilities, and the building of a new hall/theatre (the Bushell Hall). This new building has a capacity of 450 as a theatre and 800 as an assembly hall, and contains a drama studio and drama work room. In summer 2002 the original School House was refurbished to provide better facilities for the Sixth Form, and for the Art and Psychology Departments. In August 2003 a new pavilion (the Alan Lee Pavilion) was completed, which provides all the sports changing facilities for the School, as well as a large social area. In addition, the 50-acre site allows excellent provision for games and includes an all-weather hockey pitch.

The School announced in 2003 its intention to become fully co-educational and this process began in September 2005 with 22 girls in Year 7 and 29 in the Junior School. There are now 398 girls in the School. At the same time plans were announced for a major refurbishment of the Junior School, at a cost of £1 million, and the building of a large teaching area (the George Hill Building). Both were completed for the arrival of the girls. In addition a new, state of the art Music School, named after a former Director of Music, Mr David Turnbull, has been completed to commemorate the 450th anniversary of the School in 2010.

The School at present has 1,002 pupils and there are 185 pupils in the Junior School (age 7 to 11). Of the intake at 11+ into the Lower School, about half come from the Junior School and half come from other schools. The School has the funds to make a very substantial provision of scholarships, including Art and Music scholarships, at different ages, particularly at 11+ and 16+, and funds its own assisted places scheme. Over 200 pupils in the School have some form of financial award or assistance.

Solihull has a strong academic record. In 2011 the School achieved a 100% pass rate in all A Level subjects and over 83% at A* - B grade, and this year 4 pupils gained places at Oxford and Cambridge. Almost all pupils go on to university. The School offers a very wide range of choices at A Level, including Psychology, Religious Studies, Business Studies, Photography and Theatre Studies. However, extra-curricular activities are also central to the ethos of the School. Music thrives, with a chapel choir, several choral groups, an orchestra and many musical groups. There were 23 different musical groups at the last count. Drama is available in the curriculum and there are productions by different sections of the School, as well as a major musical. Last year there were 7 different plays performed. Sport is also very important, offering rugby, hockey (for boys and girls), cricket, athletics, swimming, netball, badminton, golf, cross country, canoeing, basketball, squash, shooting and chess. In addition, the School owns a cottage in Snowdonia, which is used by all pupils in their second year in the Lower School, by the School's Mountain Club and by staff. There are opportunities for pupils to undertake overseas trips and tours, recent expeditions being to Alaska, Chile, Nepal, South America, Africa, Tibet, Ladakh and Norway.

Solihull School is a member of the Warwick Group of schools, which offers Heads of Department and other senior staff the opportunity to meet and share experiences with staff of seven other similar schools in the Midlands (Warwick, King Edward's Birmingham, King Henry VIII Coventry, Bablake, Loughborough Grammar, Nottingham High and Wolverhampton Grammar).

Further details about Solihull may be found in the Independent Schools' Handbook and on the School's website (<http://www.solsch.org.uk>). The 2010 Inspection Reports are also available on the School's website.

JOB DESCRIPTION

Introduction

Solihull School has a large network of over 500 computers, (mainly IBM compatible) as well as laptops, printers, interactive whiteboards, video and data projectors and associated hardware. There are currently around 1200 users on the network and the ICT support team under the Director of ICT is responsible for supporting all users from J1 (Year 3) through to the Upper Sixth (Year 13), teaching, secretarial, bursarial and other non-teaching staff; thus a user-friendly approach is vital. There is a variety of operating systems used, but mainly Windows XP Pro and some Vista and Windows 7 and Microsoft Office 2007 is the main suite of Office applications. The ICT support team has an enviable reputation for the speed and efficiency with which problems are resolved.

A vacancy has arisen for an ICT Technician with specific responsibility for maintenance of our website, which is housed externally. A good level of understanding of website creation utilising Content Management Systems (CMS) is essential, and knowledge of the Macromedia suite (including Dreamweaver) is desirable. The full person specification appears below. The successful applicant will have an enthusiastic and helpful approach and a broad base of skills in the field of ICT software and hardware. The job is permanent and full-time, to include term time and non-term time.

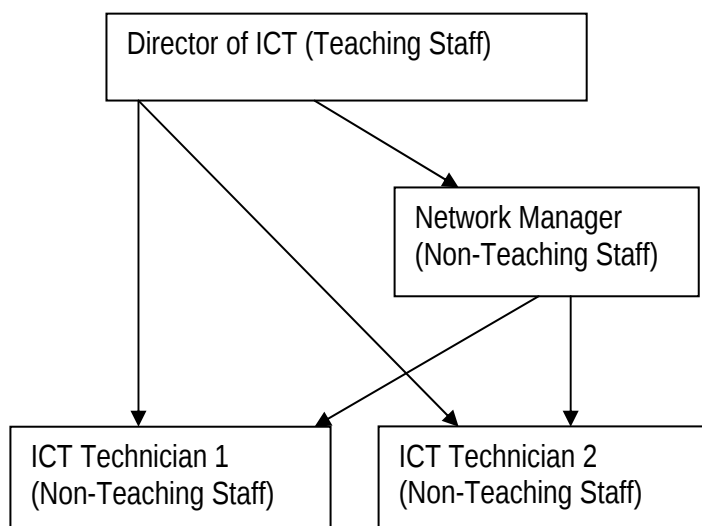
Job Purpose

The ICT Technician is responsible for:

- Keeping the website up-to-date. This will involve liaison with the Deputy Head and members of the teaching staff.
- Providing technical support, maintenance of and repairs to computers, printers and other associated hardware, to ensure that teaching resources are always available when needed. Record keeping and updating of records when maintenance work has been carried out.
- Involvement with all aspects of ICT use, including video conferencing, maintenance of the network (group policy and active directory) and helping pupils and staff with technical problems.

Supervision Received

Directly responsible to the Director of ICT/Network Manager, the post holder will also work under his/her own initiative. The organisation of ICT staffing is shown below:



Working Hours

The post, based at Solihull School, is full-time. The hours of work are 37.5 hours per week. There will be occasions when a particular job needs extra hours. Within reason, the post holder would be expected to complete the task.

Salary and Benefits

Salary will depend on qualifications and experience. Benefits include 25 days' holiday, to be taken during the school holidays, in addition to public holidays, final salary contributory pension scheme and lunch when the Refectory is open.

Skills Matrix and Personal Specification

Skill	Essential	Desirable
Work Ethic	Ability to work alone, as well as part of a team. Punctual and with a good standard of dress.	Ability to anticipate problems before they arise and to be pro-active.
Hardware Skills	Knowledge of the key components of a PC and how they are assembled. Ability to rebuild or assemble computers, replace failed components, etc.	Advanced knowledge of building computers from components. Ability to investigate faults in all types of technical equipment.
Operating Systems Knowledge	Knowledge of Operating Systems, such as Windows XP, Vista, Server 2003 and 2008 R2 etc. Server configuration including RAID arrays. Knowledge of Active Directory.	Detailed knowledge, including installation of Operating Systems. Some knowledge of LINUX would be useful, as would some knowledge of virtualisation.
Network Knowledge	Fundamentals of DNS, TCP/IP and DHCP. Advanced use of Active Directory, Group Policies within a Windows 2003 and 2008 R2 Server environment. Knowledge of backup procedures and best practice.	Troubleshooting network issues, cabling and patching. WLAN and VLAN, familiarity with network hardware.
Applications Knowledge	Ability to create and maintain tidy websites using a Content Management System (CMS). Working knowledge of Macromedia MX suite and the Microsoft Office applications. Experience of software installation.	Advanced knowledge of the MS Office 2007 applications and SQL Server 2008. Ability to script Active Server Pages (ASP) would be an advantage. Use of photo editing software such as Adobe Photoshop.
Interpersonal Skills	Good communication skills. Ability to work with young people and adults alike.	Excellent communication skills.
Record Keeping	Ability to keep accurate records of computer maintenance schedules, etc.	Advanced knowledge of Microsoft Access and generating reports, etc.

No Smoking Policy

The School operates a no smoking policy within all school buildings.

APPLICATIONS

Completed application forms should be sent to Mrs H Miles, HR Manager, Solihull School, Warwick Road, Solihull, B91 3DJ, to arrive by **12:00 noon Friday 24 February 2012.**