



ICT Junior Technician RECRUITMENT INFORMATION PACK

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Dear Applicant

Welcome to Hull Trinity House Academy and thank you for showing interest in our academy.

We are an academy that offers a modern education whilst at the same time maintaining, emphasising and celebrating our school's 200 year nautical heritage.

Our school is an 11-16 Academy for Boys. We are a part of the School Partnership Trust Academies and currently have 360 students. The academy is situated in the very heart of Hull City Centre. We are oversubscribed but our admissions criteria ensure that we remain true to our origins by allowing access to students regardless of their ability or background. We are a truly inclusive academy and continue to appropriately adapt to our changing cultural, social and diverse intake.

The academy is unique, steeped in history and tradition and has an outstanding reputation both locally and beyond the City of Hull. Trinity House is an integral part of Kingston upon Hull's history. We have a very supportive parent body and the academy's Governors are committed to ensuring that the academy standards and expectations are maintained.

Our vision is ambitious and inspirational and is about every person being the very best they can be, man, woman and child. I see this ambitious and aspirational culture permeating every part of school life, and driving education in every sense of the word. This is only achieved through the hard work and commitment of every member of staff. I want every teacher to be passionate about their own subject, so that every curriculum area of the school is unique, vibrant, owned by its staff and a place where you and the children want to be.

As a member of the School Partnership Trust Academies our academy benefits from partnership with other academies that form the SPTA.

Working at Hull Trinity House Academy is both demanding and rewarding. The academy requires staff that are flexible and appreciative of the issues that are specific to a small academy. For example, sometimes teaching staff may need to teach outside of their subject specialisms whilst other staff may need to become involved in aspects of the academy not directly linked to their role.

The academy is fortunate to be fully staffed and when vacancies do arise it is always assured of a good level of interest and application from high calibre people. The current staffing of the academy shows a good balance of gender and age.

In September 2013, we moved onto a fully refurbished new site. This relocation is part of a five year phased plan of expansion of the Academy to 600 students.

Principal of Hull Trinity House Academy – Mrs Karen Keaney

Dear Applicant

Thank you for your interest in working for the School Partnership Trust Academies group.

The School Partnership Trust Academies is an educational charity that sponsors a chain of 40 academies and has a proven track record of securing transformational change and sustainable school improvement.

Our vision is to provide high quality education and deliver the best outcomes for young people with an ethos based on four founding principles of Quality, Partnership, Aspiration and Responsibility. At our core we provide outstanding educational provision for families, firmly rooted in the context of the local community. We seek to support lifelong learning, and provide excellence in teaching through high expectations with adherence to traditional values and standards.

This is an exciting time in our development as we continue to expand our group of schools and to have further impact upon the lives of young people. You will be joining an ambitious and innovative organisation, so we are looking for an imaginative member of staff who can secure positive outcomes for our young people, staff, families and the wider communities that we serve.

We are looking for an outstanding member of staff that can take the organisation onto greater success, inspiring the children to attain the highest level possible.

If you share our vision and passion for young people and their families then we would like to hear from you.

Yours faithfully

Sir Paul Edwards
Director and CEO

School Partnership Trust Academies Vision and Values

Our vision is based on the values and the principles of the School Partnership Trust Academies, the academy sponsor. Our academies pride themselves on being:

- Institutions with high expectations both for the individual and where there will be a collective responsibility, for raising community aspirations.
- Caring schools, based upon social responsibility, honesty, equality and consideration for others.
- Highly successful schools where self-help, self-determination and self-improvement are encouraged.
- Innovative and energising learning centres which develop lively and enquiring minds for both students and staff.
- Schools which promote inclusion rather than exclusion and by working in partnership with local agencies and offering a personalised curriculum for all, will strive to adopt a zero exclusion policy.
- Schools where courtesy, co-operation, enterprise and initiatives are paramount and where tolerance rather than intolerance is practised.
- Schools which are the centre of the community as a resource, in its services to others and in promoting community and social cohesion.
- Centres of educational excellence, where no individual is left behind and where all students of any age or background are provided with the support to become responsible and successful citizens.

THE SPONSOR

School Partnership Trust Academies

School Partnership Trust Academies is a not for profit charitable organisation that sponsors a chain of academies under a single funding agreement with the Secretary of State for Education.

The overall aim of the SPTA is to foster learning communities which promote and provide excellence in teaching, learning and relationships through high expectations and adherence to traditional values and standards. At its core, the SPTA values high quality educational provision for families firmly rooted in the priorities of the local community.

SPTA believe in supporting schools as the preferred choice for educational provision within their local community, consequently, we believe all students should have a distinctive offer relevant to their needs and the community in which they live.

We believe in the autonomy of local schools and provide challenge and support on their journey of school improvement.

In our partnership we currently sponsor a range of Secondary, Primary, Infant, Junior and all through academies.

Our partnership of schools encompasses academies and schools that are currently judged across the whole Ofsted effectiveness range, and across the widest possible range of contexts, phase and geographical location, including urban and rural schools and those of religious character.

We want to recruit colleagues who are comfortable with our vision and values and hope that the summary given above encourages you to read further. More details about the SPTA, its members and what we are doing can be found at **www.schoolpartnershiptrust.org.uk**

Introduction

Hull Trinity House School was established in 1787 to provide education for the sons of officers in the merchant navy. It converted to an academy, sponsored by the School Partnership Trust Academies, on 1st April 2012.

The academy:

- Is an all ability, boy's academy catering for 350 students from 11 – 16 years.
- Promotes a climate of high quality education within a broadly Christian context.
- Has an admissions policy that is inclusive and complies with the Admissions Law and the Code of Practice.
- Has a sponsor who adds its own areas of expertise and experience to contribute to the vision, ethos and culture of the academy.
- Has a broad and balanced curriculum catering for the individual needs of the students with a specialism in Engineering and Modern Technologies.
- Meets the requirements of the Special Educational Needs (SEN) Code of Practice.
- Embraces the concept of community, partnership and regional multi agency educational and community networks.
- Promotes a centre of excellence of learning and citizenship that provides opportunities for all members of the community irrespective of faith, ethnic background or racial heritage.
- Engages in a strong formal partnership with the City of Hull.
- Is judged as good by OFSTED.

Hull Trinity House Academy's Mission Statement:

Hull Trinity House Academy, an academy where every individual matters and every student and adult is valued and supportive of each other.

“Striving together to achieve excellence in everything that we do”

Core Values:

- Honesty and Trust
- Courtesy and Consideration
- Responsibility and Accountability
- Consistency and Commitment
- Mutual Respect and Fairness

Academy's Motto:



(HOPE BEYOND THE STARS)

THE APPLICATION PROCESS

Further details about the work of School Partnership Trust Academies including academies it currently sponsors can be found at www.schoolpartnershiptrust.org.uk

Completed applications should be returned to jobseast@schoolpartnershiptrust.org.uk or by post to School Partnership Trust Academies, Recruitment Team, Unit 2, Carolina Court, Wisconsin Drive, Lakeside, Doncaster, DN4 5RA.

A letter 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 additional information please contact the Recruitment Team on 01302 379 246.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at www.recruitment.schoolpartnershiptrust.org.uk

**ICT Junior Technician
Permanent
Full Time/All year round**

Pt. 7 - 14 (£12787 - £15725)

We are seeking to appoint, an enthusiastic, reliable, self-motivated and proven ICT Junior Technician to start as soon as possible. You will be part of the wider SPTA ICT team providing support to staff and students within the Academy. You will be supported and developed by a full time, on-site ICT Technician Manager, who is responsible for all aspects of ICT within the Academy. Your role will be to support him in ensuring technical reliability and supporting staff in the use of ICT to enhance teaching and learning, both at our academy and other SPTA academies.

Ideally you will have experience working in a busy environment. You will need to be flexible in your approach, undertake a range of duties and have excellent communication and interpersonal skills and working knowledge and experience of network systems.

We look forward to you joining our dedicated and supportive team.

**Closing Date: Friday 25th April 2014
12 Noon**

Interviews to take place on Thursday 8th May 2014

**An application pack can be downloaded from
www.recruitment.schoolpartnershiptrust.org.uk
or by contacting our recruitment team on
01302 379 246
or email**

jobseast@schoolpartnershiptrust.org.uk

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

'Together we are stronger'

HULL TRINITY HOUSE ACADEMY
JOB DESCRIPTION
ICT Junior Technician

Salary: Pt7 – 14 (£12787 - £15725)
Hours: 37 hours per week/ 52 weeks per year
Responsible to: Service Delivery Manager
Responsible for: None

Purpose of the job:

To work as part of the SPTA ICT support. Covering ICT infrastructure, services and solutions where you will provide support to staff and students of the member academies within the trust or other agencies supported by the trust when required.

Duties and Responsibilities

- To provide 1st line telephone, e-mail, fax and face-to-face support to the Trust's user base
- To assist and provide initial configuration and troubleshooting, installation and support services in the School Partnership Trust Academies and partner organisations
- Use service desk software to manage workflow and provide timely appropriate feedback to clients and other members of the team
- To monitor and test existing backup and recovery systems
- To work as part of the SPTA ICT support team
- To follow the standard operating procedure
- Ensure accurate records are kept of all ICT hardware, software and peripherals
- Develop effective working relationships within the Academy ensuring good communication at all times

Software

- To assist with the configure, install and testing of required software
- To assist with making software and data available to appropriate users
- Ensure the anti-virus software is installed, kept up to date and working properly on all stations
- Ensure software and operating system updates are installed as appropriate

Hardware

- To assist with ensuring all computer hardware and peripherals are installed, configured appropriately
- Maintain and troubleshoot academy systems as appropriate
- Maintain computer peripheral equipment such as printers, scanners, whiteboards, projectors; ensure that these are prepared and ready to be used
- Troubleshoot and maintain all aspects of Trusts PC hardware and software
- Liaise with external suppliers for the repair of equipment under warranty or maintenance contract

Network Management

- Assist with core ICT and external suppliers regarding provision of user accounts
- Assist with the network maintenance tasks are carried out in line with the ICT standard operating procedure
- Follow the Core ICT / supplier's recommended procedures

Other specific duties

- Basic clerical duties related to the post
- Maintain, record and update all aspects of the ICT infrastructure
- Assist staff members with the use of ICT software and hardware
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

The nature of this role demands flexibility, creativity and innovation with regards to the needs of our academies. Additional duties may be required and these may be determined by the Director of ICT or Service Delivery Manager and you may be requested to carry out such additional activities at his/her discretion.

You will be based at Hull Trinity House Academy, but will be expected to work regularly with 4 other SPTA Primary Academies in Hull, therefore your own transport will be essential.

Working Environment

The post will be based at HTH Academy but you may need to travel to other sites across the SPTA when necessary.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Every member of staff is required to:

- Work towards and promote the vision and the current aims outlined in the Academy Development Plan
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure Barring Service background check. Term time working. There may be a need to occasionally work outside of academy hours and off the academy premises, as required by the academy. There is a no smoking policy.

PERSON SPECIFICATION ICT JUNIOR TECHNICIAN

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE at grade C or above in Maths and English or ability to demonstrate literacy and numeracy skills to the national level 1 standard	*		A/C
Have a networking or computer qualification	*		A/C
Knowledge of and exposure to Microsoft Windows	*		A/I
Knowledge of and exposure to Office applications	*		A/I
Understand basic concepts of networking		*	A/I
SKILLS			
Good level of communication and interpersonal skills	*		A/I
Have good fault finding skills and is an excellent problem-solver	*		A/I
Can demonstrate good working practices in relation to the handling of ICT equipment	*		A/I
Ability to work effectively with young people as individuals and in groups		*	A/I
Ability to work creatively with colleagues to deliver agreed outcomes and contribute effectively to team working	*		A/I
Flexible and adaptable approach	*		A/I
Have initiative and can work independently without excessive supervision	*		A/I
Have an understanding of when to consult, make decisions and defer to others	*		A/I
Have the ability to communicate effectively to a range of difference people	*		A/I
Will plan, organise, prioritise and manage their own personal time effectively	*		A/I
Have a positive commitment to organisational principles	*		A/I
Understanding of health and safety issues and good practice	*		A/I
EXPERIENCE			
Fundamental support knowledge of hardware peripherals and local printers	*		A/I
Good essential knowledge of Windows Operating Systems	*		A/I
Experience of maintaining and updating relevant documents / records	*		A/I
Experience of working within an educational establishment		*	A/I
Experience of working with young people		*	A/I
Experience of troubleshooting in a modern IT environment	*		A/I
Experience of working with web content filtering products		*	A/I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Evidence of the continuous development of skills.	*		A/I
Good organisational and personal management skills	*		A/I
Effective planning	*		A/I/R
An ability to demand high standards	*		A/I/R
Work independently and being a team player	*		A/I/R
An ability to develop good working relationships with students and staff	*		A/I/R
Effective time-management	*		A/I
The ability to meet deadlines	*		A
Good ICT skills	*		A/I
Commitment to self and team development	*		A/I
The ability to travel independently across SPTA group using your own transport	*		A/I
Work in ways which promote equality of opportunity, participation, diversity and responsibility	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety, and Child Protection Policies	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOD=Method of Assessment, Ess=Essential, Des=Desirable, A=Application, I=Interview and assessment, R=Reference, C=Certificate

Academy's Statistics Page

Hull Trinity House Academy Facts and Statistics		
Type of School	Secondary Academy	
Age Range	11 - 16	
Location	Hull	
Denomination	Non- denominational but close affiliations to the Church of England	
Co-educational or single sex	Boys	
Specialisms	Engineering	
Number of students on roll	351 (expanding to 600 over the next 5 Years)	
Value added	1019 (sig+)	
Attendance	94%	
Date school established	1787 (Converted to Academy April 12)	
School Awards	Healthy Schools, Sportsmark, IAG Gold Standard	
Number of teaching staff	23	
Number of associate staff	28	
% of students on free school meals	18.9% (55)	
% of students with SEN - statemented	20.6% (60)	
% of students with EAL	6.5% (19)	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2009	67%
	2010	89%
	2011	80%
	2012	67%
No of students in 6 th Form	N/A	