



ICT TECHNICIAN

RECRUITMENT INFORMATION PACK

Grammar School Road
Brigg
North Lincolnshire
DN20 8BA

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November 2014

Dear Applicant

Post – ICT Technician

Thank you for your interest in the post of ICT Technician at The Vale Academy.

This is an exciting time to join the academy; in March 2013 Ofsted judged the academy to be good overall and outstanding in leadership and management and behaviour and safety. Our goal is to be outstanding overall and we are well on our way towards achieving this. In addition, we are currently designing and planning our new school which will be ready by Autumn 2016.

At The Vale Academy all staff work extremely hard as a team to provide excellent, high quality education for all our young people. We have high expectations of all our students; we know them very well and are therefore able to tailor learning and support to meet individual needs, ensuring students reach their full potential.

We are extremely proud of our academy and our students' achievements and our aim is to ensure The Vale is an outstanding academy. If you feel you share our commitment to excellence in everything we do and would like to be part of our team, then I would encourage you to apply for the position.

Should you decide to apply for this post, please look at our website and carefully read all accompanying information. The closing date for receipt of applications is **Monday 3rd November 2014, 12.00 noon.**

I wish you every success with your application.

Yours faithfully



Nicola Williams
Principal

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

Why work for SPTA?

- The SPTA are **highly committed** to developing all staff within their roles and creating pathways for further career progression.
- Work alongside professionals in a fast-paced and **dynamic environment**.
- Develop your skills alongside **like-minded colleagues**.
- Each of the School Partnership Trust Academies retains its **autonomy** and **unique identity** while committing to a climate of **mutual support** and **partnership** with the SPTA group of Academies.
- **Career Development** - The SPTA offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The SPTA offer a central CPD programme involving a range of training which includes Ofsted training, safer recruitment, pediatric first aid and Evolve training. The programme, called Blue Sky, also has a clear strand of Teaching and Learning and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of the SPTA has access to a generous Local Council pension fund.
- **Discounted gym membership** - Some of our academies have set up discounted gym membership with local leisure centres. Please check with your Academy regarding this.
- **Cycle to work scheme**
- **Access to private medical Insurance** (Prices are provided on request)
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Mobile Select scheme** - Mobile Select gives employees the opportunity of having the latest mobile phone and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

INTRODUCTION

Brigg is an old established market town immortalised in 'Brigg Fair'. It takes its name from its position at the crossing point of the River Ancholme which flows into the Humber. The town was once on a busy route between Grimsby and Scunthorpe but is now by-passed by the M180. The surrounding area is essentially agricultural and the catchment area of the academy stretches from the picturesque spring line villages at the foot of the Lincolnshire Wolds in the east to the dip of the Lincoln Heights in the west.

The town itself is well served with amenities and the centre has been extensively refurbished in keeping with the Georgian architecture and is predominantly traffic free. Although the immediate surroundings are rural, excellent motorway links mean that Sheffield, York and Leeds are within an hour's drive. Hull is 18 miles away, Lincoln 23 miles, Grimsby 20 miles and Scunthorpe 8 miles away.

Students of all social backgrounds enter the academy, we have five partner primary schools which surround Brigg but now have nineteen primary schools which send Year 6 pupils to The Vale.

We make no apology for the fact that our expectations of students are exceptionally high and this in turn inevitably means that our expectations of our staff are rigorous whilst being supportive.

"The Vale Way" encapsulates our ethos and our approach. It has three main principles and applies to all members of the academy community:

Principle 1

"Education and Academic Success" – we endeavour to provide all students, irrespective of ability, with the highest possible quality of learning and teaching. Examination results are a strong measure of our success as well as crucial to the students' future.

Principle 2

"Join in, join in" – in order to make the most of their time at The Vale Academy we should like our students to involve themselves in as many extra-curricular activities as possible. These enhance their educational experience and hopefully promote fun and enjoyment.

Principle 3

"The Vale Community" – there is a strong sense of community at The Vale Academy and we expect our students to show care, loyalty and support for each other, to behave in a way which supports all students' learning and to be kind, courteous and helpful. We emphasise the importance of teamwork, the importance of tackling bullying and the importance of being understanding towards each other.

ACADEMY'S VISION AND VALUES

Mission Statement:

The Vale Academy strives to provide:

- A secure, welcoming learning environment where the individual needs of all students are recognised.
- A vibrant, purposeful learning environment where students achieve their very best through committed and motivational teaching.
- An aspirational learning environment dedicated to high expectations.
- A positive, supportive community ethos of mutual respect.
- A philosophy of continuous improvement in every aspect of the academy's work and life.
- Students with the skills to become responsible, enthusiastic, independent learners who develop the skills to achieve a happy, healthy and fulfilling life.



SPECIALISM

The Vale Academy is a specialist Technology & Music Academy. Both of these curriculum areas really have led the way in terms of improving results and opportunities for young people. Staff working in these areas have also forged strong links with the community.

Our specialisms provide students with a variety of opportunities both within the curriculum and through the range of enrichment activities we offer, many of which enable students to work with the local community.

In terms of technology, the following provide a flavour of activities that have taken place:

- STEM days
- Making bird boxes with grandparents
- Developing a garden at the local community centre
- BBC Stargazing Live
- UK Maths Challenge

In terms of music, our profile within the community could not be higher. The following are just a sample of some of the many activities the academy is involved with:

- We played for Princess Anne's visit to Brigg
- We played for the SPTA Charity Ball at Forest Pines
- We took part in 'Cycle Song'
- We have taken part in workshops and performances with the Minden Band
- We have taken part in workshops with the Royal Philharmonic Orchestra
- We undertake a bi-annual Music Tour in France

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 379 247.

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

THE VALE ACADEMY ICT TECHNICIAN

**Salary: NJC scale points 22 - 25
37 hours per week
(£19,817- £21,734)**

Do you have the ambition and determination to secure positive outcomes for our students?

Do you want to work in a forward-thinking and aspirational academy that places learning at the heart of everything it does?

The Vale Academy is a specialist 11-18 technology and music academy.

We are seeking to appoint, with immediate effect, an enthusiastic, reliable, self-motivated and proven ICT Technician to join the academy and the School Partnership Trust Academies ICT infrastructure.

The successful candidate will:

- have experience of working in a busy environment;
- be flexible in their approach undertake a range of duties and have excellent communication and interpersonal skills;
- demonstrate an understanding and have working knowledge and experience of network systems.

We are committed to the professional development of all our staff and to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced Level DBS check.

Visits to the academy are warmly welcomed by appointment.

**Closing Date: Wednesday 3rd December 2014
12 Noon**

**An application pack can be downloaded from
recruitment.schoolpartnershiptrust.org.uk
or by contacting our recruitment team on
01302 379 247
or email
jobseast@schoolpartnershiptrust.org.uk**

Job Description: ICT Technician October 2014.

Salary: NJC Points 22 – 25 : £19,621- £21,519

Hours: 37 hours per week, All year round

Responsible to: Service Delivery Manager

Purpose of the job:

To work as part of the SPTA ICT support team to primarily maintain The Vale Academy's ICT infrastructure, service and solutions and 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 maintenance, installation and support services to The Vale Academy site and the sites of other partner organisations in the School Partnership Trust Academies
- To work as part of the SPTA ICT support team
- To contribute to the development of ICT and its use across the Trust
- To ensure that ICT facilities at all times are fully functional and secure

Software

- Install and test new software
- Make software and data are 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

- Check new computer equipment on arrival and install as appropriate
- Liaise with the designated person responsible for the maintenance of the asset register
- Maintain and troubleshoot the schools VoIP phone system
- Maintain computer peripheral equipment such as printers, scanners, whiteboards, projectors; ensure that these are prepared and ready to be used
- Trouble shoot and maintain all aspect of Trusts PC and server hardware
- Liaise with external support agencies, to resolve faults speedily
- Liaise with external suppliers for the repair of equipment under warranty or maintenance contract

Network Management

- Liaise with core ICT and external suppliers regarding provision of user accounts
- Carry out routine network maintenance tasks
- Trouble shoot, maintain and upgrade the Trusts ICT infrastructure
- Follow supplier's recommended procedures

Other specific duties

- Basic clerical duties related to the post
- 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.

Working Environment

The post will be based at The Vale Academy but will need to travel to other sites across SPTA.

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.

Statutory and Discretionary holidays

You are entitled to statutory and discretionary holidays (see below) if they fall on weekdays that you would have normally worked.

Good Friday, Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day and Boxing Day
New Year's Day

PERSON SPECIFICATION ICT Technician

	Ess	Des	MOA
KNOWLEDGE / QUALIFICATIONS			
Have a networking or computer engineering qualification at HND or higher		✓	A/C
Have a working knowledge of network systems, their installation and maintenance and adaptation	✓		A/I
Knowledge and experience of Windows 7/Server 2008	✓		A/I
Knowledge and experience of Apple OS X		✓	A/I
Knowledge and experience of Cisco networking equipment		✓	A/I
SKILLS			
High 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 different 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			
Have appropriate experience in the design, installation, maintenance and repair of ICT equipment in a small or medium-sized organisation		✓	A/I
Experience of working within an educational establishment		✓	A/I
Experience of working with young people		✓	A/I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	✓		A/I
Good organisational and personal management skills	✓		A/I/R
Effective planning and teaching	✓		A/I/R
Effective behaviour management	✓		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
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	✓		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 postholder will require an enhanced DBS Certificate	✓		C

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

Academy Statistics Page

The Vale Academy Facts and Statistics		
	THE VALE ACADEMY	
Type of School	Co-educational Comprehensive	
Age Range	11 - 18	
Location	Brigg, North Lincolnshire	
Denomination	n/a	
Co-educational or single sex	Co-educational	
Specialisms	Technology & Music	
Number of students on roll	759	
Attendance	96%	
Date school established		
School Awards		
Number of teaching staff	61	
Number of associate staff		
% of students on free school meals	11%	
% of students with SEN	8% SA+ and 3% statements	
% of students with EAL	2%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2011	56%
	2012	70%
	2013	70%
	2014	65%
A Level Results	2011	APS per entry = 201.6 APS per student = 659.1
	2012	APS per entry = 191.4 APS per student = 631.5
	2013	APS per entry = 196.8 APS per student = 739.4
	2014	APS per entry = 188.7 APS per student = 660.2
University Admissions	2011	14 (52%)
	2012	9 (64%)
	2013	14 (52%)
	2014	22 (71%)
No of students in 6 th Form	60	