



ICT TECHNICIAN RECRUITMENT INFORMATION PACK

Gardens Lane
Conisbrough
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May 2015

Dear Applicant

ICT Technician

Thank you for your expression of interest in this post. We are seeking to appoint an enthusiastic and hard-working colleague and this is an excellent opportunity for such a person to join a talented, dedicated and very welcoming team at De Warenne Academy.

We have high aspirations for our students and expect them to achieve great success. We pride ourselves on having established excellent relationships amongst all members of the academy community and these relationships underpin all that we do.

The academy opened in 2009 in existing buildings but in February 2013 we moved into our new purpose-built, state-of-the-art building. We had been involved in the planning from the very beginning and could not be more pleased with the result. The innovative learning zones have bespoke-designed teaching walls and all are equipped with a full class set of wireless laptops. In addition, all teaching rooms have the most up-to-date whiteboard technology installed. The building is fully carpeted and so promotes a calm and purposeful learning environment.

In December of 2013 we were visited by an OFSTED team and we are very pleased with the outcome of this inspection, the full report of which can be found on our web-site. The inspectors acknowledged the significant progress we have made since becoming an academy and in particular the safe, calm and well-organised environment along with the growing pride and rising aspirations they saw in our students. We are delighted that this aspiration is translating itself into an increasing number of students applying for university places. The inspectors judged leadership and management to be good and highlighted the significant improvement in attitudes to learning. It remains a key focus of our work to build on the many improvements which we have already put in place. We have developed a sophisticated data tracking system which is easily accessible to all staff in order to support our relentless drive further to improve attainment and progress.

I hope that this letter and the introduction which follows serve to provide you with the flavour of what makes De Warenne Academy a unique place to work. If this appeals to you I shall be delighted to receive your application.

Gill Pollard
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**
- **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.
- **Care First counselling service** – all employees at SPTA have access to Care First 24 hour telephone counselling support service.
- **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

De Warenne Academy opened in September 2009 and is currently a school of 700 students serving the area of Conisbrough and Denaby Main on the Doncaster/Rotherham border. Conisbrough Castle is a well-known historical landmark and it is from this that the academy took its name. William de Warenne, the son-in-law of William I built the castle and the De Warenne family were established in Conisbrough for around 300 years.

The sponsors of the academy are the School Partnership Trust Academies, an educational organisation based in Yorkshire. We enjoy excellent working relationships with the other schools and academies in the group and benefit greatly from the extensive opportunities to share good practice and work with a wide range of experienced colleagues. In September 2010 we established our sixth form and we work with other SPTA academies as the Doncaster SPT Post-16 Academy, offering in excess of 50 courses. There are currently 100 De Warenne students enrolled on courses in the sixth form.

There is a purposeful and hard-working ethos in the academy and our students are the smartest of any that you will see. We operate a house system where the students are placed in vertical tutor groups of 20 with two or three house tutors. This is very successful and continues to be instrumental in developing relationships and fostering a real sense of belonging within the academy, so contributing to rapidly improving results.

SPECIALISMS

One of our specialisms is English and we place great emphasis on the development of literacy skills. In addition to the English national curriculum, some students in Key Stage 3 follow the Ruth Miskin Read Write Inc or Fresh Start phonics programmes and in Key Stage 4 students follow GCSE courses in English Language, English Literature and Media Studies. A-level English is delivered at post-16 level. Our second specialism is applied learning and within our broad and balanced curriculum we offer a range of applied learning courses in Key Stages 4 and 5. These include sports studies, construction, ICT, health & social care, business studies and performing arts. We also have our own community-based hair salon and deliver level 3 hairdressing courses in the sixth form.

MISSION STATEMENT

De Warenne Academy will work with all students whatever their ability need or interest and through the provision of a personalised programme of learning to ensure that every student makes the most of their ability. The academy will work collaboratively within the frame work of the School Partnership Trust Academies to provide a broad curriculum and wide range of opportunities to ensure that each student will be fully engaged in learning for life.

VISION AND VALUE

The academy shares its ethos and principles with that of our sponsor, the School Partnership Trust and prides itself on adhering to these.

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 jobssouth@schoolpartnershiptrust.org.uk or by post to School Partnership Trust Academies, Recruitment Team, Unit 2, Carolina Court, Wisconsin Drive, Lakeside, Doncaster, DN4 5RA.

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt

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

**De Warenne Academy
ICT Technician**

**37 Hours Per Week/ All Year Round / Permanent
Salary: Grade G Pt 27-30 (£23,698 - £26,293)**

De Warenne Academy serves the communities of Conisbrough and Denaby Main on the Doncaster/Rotherham border. It is a member of the SPTA (School Partnership Trust Academies), a network which is a rich source of support in sharing expertise and good practice. The academy has high aspirations for its students and staff and in February 2013 moved into brand new purpose-built state-of-the-art buildings.

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

Ideally you will have experience of 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, you will also have a working knowledge and experience of network systems.

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

**Closing Date: Friday 19th June 2015
12 Noon**

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

JOB DESCRIPTION ICT TECHNICIAN

Salary: Grade G Pt 27-30 £23,698 - £26,293

Hours: 37 hours per week, all year round

Responsible to: ICT Service Delivery Manager

Responsible for: N/A

Purpose of the job:

To work as part of the SPTA ICT support team to primarily maintain SPTA 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 core team 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.

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			
Good organisational and personal management skills	*		A/I
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/R
Effective time-management	*		A/I
The ability to meet deadlines	*		A/I
Good ICT skills	*		A
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 post holder will require an enhanced DBS	*		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

ACADEMY'S STATISTICS PAGE

Academy Facts and Statistics		
Type of School	Secondary	
Age Range	11-18	
Location	Conisbrough, Doncaster	
Denomination	Non-denominational	
Co-educational or single sex	Co-educational	
Number of students on roll	642	
No of students in 6 th Form	83	
Value Added	1012.6 (2013)	
Attendance	94.7% (2013/14)	
Date school established	September 2009	
Number of teaching staff	57	
Number of associate staff	55 (38.4 FTE)	
% of students on free school meals	22.6% (Years 7 – 11) 21.7% (Years 12 -13)	
% of students with SEN-statemented	2%	
% of students with EAL	0.3%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2013	40%
	2014	41%
	Predicted 2015	55%