



ICT TECHNICIAN RECRUITMENT INFORMATION PACK

Chandos Road
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North Lincolnshire
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August 2015

Dear Applicant

Post: ICT TECHNICIAN

Thank you for your enquiry requesting further details and an application form for the post ICT Technician at Melior Community Academy.

This is an exciting time to join Melior Community Academy and a real opportunity to make a difference. We have recently converted to academy status and are now working in partnership with the School Partnership Trust Academies.

We are extremely proud of our academy and our achievements. At Melior Community Academy all teachers and support staff are seen as members of a team who work extremely hard to provide a quality education for our young people ensuring that they achieve their full potential. We are seeking to appoint someone with the professional characteristics to join us in our drive to raise standards in the pursuit of excellence.

Please find enclosed an application form, job description and person specification.

If you would like further information about the role, please do not hesitate to contact me. Visits to the school are welcomed. I look forward to receiving your application in due course; the closing date for receipt of applications is **Friday 18th September 2015**.

Yours faithfully



Zoe Bidmead
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

Melior Community Academy opened on January 1st 2013 and is sponsored by the School Partnership Trust Academies (SPTA). Our new academy status represents the beginning of a new era for our students, community and teachers. We are very excited to be a part of SPTA and look forward with great optimism to working collaboratively with the trust and all of our new partner academies.

In 2011 we were fortunate enough to move into a brand new state of the art £18M building. It is a stunning, fit for purpose learning environment where we expect every member of our Academy community to 'Strive to better yourself'. We are delighted to have strong links with local businesses and arts bodies.

Melior Community Academy is a warm, friendly and happy place, our very good attendance rates bear testimony that our youngsters love to come to school.

We have very high aspirations and make no secret of the fact that we intend to be the best. The success, happiness and achievement of our young people are at the forefront of everything we do. To achieve the very best for our students we need the very best teachers and leaders. If you are excited by what you read, if you are ready for a challenge, if you are prepared to give us 100% then the professional rewards and preparation for future career advancement will be second to none. After all, how many people can say that they have been part of a flagship school!

The Community

North Lincolnshire is a small and supportive authority, keen to raise achievement in Scunthorpe, the largest town in the Local Authority. Melior Community Academy serves a large section of South West Scunthorpe.

Scunthorpe, an "Industrial Garden Town", has a reputation nationally which locals are at a loss to explain. It is a pleasant town, with excellent road, rail and sea links with the rest of the world. The town enjoys many parks and open spaces and is rich with amenities including the Plowright Theatre, a first class Library and an award-winning local Museum. The Town Centre has undergone major improvements with the introduction of new shopping areas and a Multi-Screen Cinema. Historic Lincoln and York are nearby and motorway access makes visiting Leeds, Sheffield, Doncaster, Hull or Nottingham a simple journey.

The surrounding countryside is fascinating. The Trent lies to the west and the Humber to the north, enclosing a beautiful flat agricultural landscape created by Dutch engineers in the 18th Century.

North Lincolnshire is not a part of the County of Lincolnshire, but it shares with it one characteristic – low house prices! There is a varied housing stock, from urban terraces in the town to peaceful rural villages only minutes away.

When the pace of life, low traffic density yet proximity to major historical and modern retail centres are taken into account, it is hard to imagine a more pleasant place in which to settle.

Economic Profile of North Lincolnshire

Scunthorpe sits in the heart of the region and in its short history North Lincolnshire Council has secured multi million pound investments. It is these innovative projects which have lead to the regeneration of the area's industries, education centres and transport network. Thus making North Lincolnshire the competitive region we see today.

Economy

North Lincolnshire's local economy is mainly dominated by manufacturing. In recent years many businesses have relocated to the region benefiting from the areas pro-business atmosphere.

Major investments include:

- £130 million development of first class rail making plant at Scunthorpe Steelworks
- £30 million maintenance programme at Lindsey Oil Refinery
- Planned £140 million project at Conoco Phillips Combined Heat and Power Plant

Industry Types

Modern industry is very successful in North Lincolnshire. The region has five power stations, two major oil refineries, two-dozen multi-national companies and British PLC's and the Tata Steelworks.

Business Sector

Multi-national companies account for 30% of all employment in Scunthorpe. The major employers in the area include:

- Tata steelworks
- Nisa-Today, UK's largest buying group for independent and wholesale companies

Infrastructure

Scunthorpe is supported by excellent transport links nationally and internationally. Motorway, rail and roads are complemented by the Humber ports and an international airport. Many companies have chosen to relocate to North Lincolnshire in recent years due to the areas geographic connections. As a result the local economy is thriving.

Population

Scunthorpe is home to 62,000 people and with every year it continues to grow. To date the overall population of North Lincolnshire is 152,000.

Scunthorpe Regeneration

Scunthorpe is undergoing a multi-million pound regeneration programme. Emerging projects in Scunthorpe include:

- A £15 million futuristic Sports Academy funded by North Lincolnshire Council and Yorkshire Forward
- £60 million private sector investment in Scunthorpe town centre
- £80 million BSF Programme to transform education in Scunthorpe

Attractions

The overall value of tourism in the area has increased from £46 million in 2004 to a record breaking £112.9 million in 2006. Visitors travel from across Europe to visit the award winning attractions. They include:

- Waters Edge Country Park. An award winning venue, nationally recognised as one of the greenest buildings in the UK
- Normanby Hall Country Park. An award winning park and featured on BBC Gardeners World programme
- Council award winning cultural venues, including 20-21 Visual Arts Centre and North Lincolnshire Museum

Academy's Vision & Values

Mission Statement :

Melior Community 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;
- for students to become responsible, enthusiastic, independent learners who develop the skills to achieve a happy, healthy and fulfilling life.

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

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

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



**MELIOR COMMUNITY ACADEMY
ICT TECHNICIAN**

**37 Hours per week/ All year round/ Permanent
Salary: Grade G Pt 27-30 (£23,698 - £26,293)
To start ASAP**

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 infrastructure within Melior Community Academy. You will be part of the Core ICT team providing support to staff.

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 and working knowledge and experience of network systems.

**Closing date: Friday 18th September 2015
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**

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 Melior Community Academy 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 Melior Community 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 Melior Community Academy but you may be required 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'S STATISTICS PAGE

Melior Community Academy Facts and Statistics		
Type of School	Community	
Age Range	11-16	
Location	Scunthorpe	
Co-educational or single sex	Co-educational	
Number of students on roll	747	
Attendance	95.2%	
Date school established	September 2007	
Number of teaching staff	54	
Number of associate staff	48	
% of students on free school meals	26.6%	
% of students with SEN	18%	
% of students with EAL	1.7%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2013	44.2%
	2014	32.5%

