



ICT TECHNICIAN

RECRUITMENT INFORMATION PACK

Manor Croft Academy
Old Bank Road
Earlsheaton
Dewsbury
WF12 7DW

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February 2016

Dear Applicant

Post: ICT Technician

Thank you for applying for the post of ICT Technician.

Manor Croft Academy converted to academy status on September 1st 2013 and is part of the Schools Partnership Trust group. There are currently 632 students on roll and it serves the local community, with most students living within walking distance.

We are an inclusive school and we have the highest expectations for all our students. Our ambition is for all our young people to leave the Academy as well-rounded, happy and successful young people fully prepared to make their way in the modern world. We aim for Manor Croft to be a place teaching and learning brings joy to everyone and a place that both staff and students enjoy coming to every day.

We are looking for a person, who holds at the very core of their practice, the desire to improve the life chances of young people; a dynamic person who is a self-starter and problem solver who can take initiative yet work collaboratively within a team to ensure they are providing the highest quality provision of support and someone who is genuinely committed to Manor Croft Academy.

Yours faithfully

Hayley Clacy
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 46 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.

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

Paul West
Director of Education

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 pension scheme.
- **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

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 jobswest@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 379 247.

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

**MANOR CROFT 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.

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

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

**Closing Date: Monday 14th March 2016
at 12 noon**

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

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 (Results for Manor Croft Academy)		
Type of School	Comprehensive	
Age Range	11-16	
Location	Dewsbury, West Yorkshire.	
Denomination		
Co-educational or single sex	Co-Educational	
Specialisms		
Number of students on roll	632	
Value Added	962.5	
Attendance	94.26%	
Date school established	1955	
School Awards		
Number of teaching staff	40	
Number of associate staff	50	
% of students on free school meals	28%	
Number of students with SEN-statemented	2%	
% of students with EAL	12%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2009	40%
	2010	32%
	2011	29%
	2012	33%
	2013	45%
	2014	38%
A Level Results 2011	APS per entry = n/a APS per student = n/a	
University Admissions	2010	n/a
	2011	n/a
No of students in 6 th Form	n/a	