



ICT TECHNICIAN RECRUITMENT INFORMATION PACK

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Dear Applicant

We are delighted that you have expressed an interest in working at Rossington All Saints Academy, a School Partnership Trust Academy (SPTA) working in partnership with the Diocese of Sheffield.

Rossington All Saints became an academy on 26 April 2011 and is building upon the work of the predecessor school to deliver transformational change and sustainable improvement for the benefit of all our young people. In the summer of 2015, our results as an academy signalled our high expectation and aspirations for the future with 60% of students gaining 5A*-C GCSE's including Maths and English. In the 6th Form, students achieved a 100% pass rate at A2.

These results are a clear reflection of the pace at which the academy is improving as recognised by OFSTED in our most recent extremely positive inspection report which judged the academy to be good with outstanding leadership and management.

'Because of a very strong drive for excellence from senior and middle leaders the academy has improved rapidly since it opened.'

'teachers create a very good climate for learning, providing challenge but in a friendly and supportive way. Most students, therefore, enjoy learning and participate enthusiastically in independent group activities.'
(OFSTED 2013).

As a member of the School Partnership Trust Academies, the academy benefits from a partnership with other academies locally and this is reflected in the collaborative provision for post 16 students, and for our most vulnerable learners in terms of inclusion. In addition, working within the wider group of academies presents numerous additional learning and extra-curricular opportunities for our students, whilst also providing excellent opportunities for staff that are of the highest quality as part of SPTA's teaching school alliance.

I am extremely proud to work with such a committed and talented team of students and staff, who work tirelessly to make Rossington All Saints Academy the highly successful school that it is today.

If you feel that you have the skills, qualities, experience, drive and passion to work at the academy in its journey of continued improvement, I very much look forward to receiving your application.

Jamie Lawler
Principal
Rossington All Saints Academy

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.

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.

Introduction

Rossington All Saints Academy is sponsored by School Partnership Trust Academies and opened on 26 April 2011 to replace Rossington All Saints (CE) School – A Sports College and is sited within outstanding £23 million facilities. The academy is conveniently situated close to the A1 and M18.

The academy:

- Is an all ability, co-educational Church of England school catering for 950 students from 11-19 years.
- Promotes a climate of high quality education in a Christian context extending the Church of England character of the predecessor school.
- 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 specialisms in English and Sport with Applied Learning.
- 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 Diocese of Sheffield and Doncaster MBC in realising its vision



Academy's Vision and Values

The academy has specialisms of English and Sport with Applied Learning and works closely with other SPTA academies in Doncaster, with the support of its external partners, Doncaster Council and the Diocese of Sheffield and with partners in business, sport and industry to maximise the progress of every student. The academy is an active member of the SPTA 'family' of academies, energetically contributing to the development and success of all SPTA academies and equally, welcoming and taking advantage of the wide range of support and expertise that the SPTA provides. The academy has a strong Christian ethos that permeates into every element of academy life, welcoming and valuing every member of our academy community.

The organisation of the academy fully responds to students' prior knowledge, experience and skills, supporting some students, and challenging all students to do their best, academically, socially, artistically and in the sporting field.

All Key Stage Three students participate in a common curriculum to ensure that future opportunities and progression are maximised, with additional support provided on an individual basis. At Key Stage Four all students have access to a broad range of options that enable every student to successfully achieve a qualification in an Applied Learning course, as well as achieve success in a number of demanding and rigorous academic studies. At post-sixteen, every student has access to a wide range of courses utilising provision across all four of SPTA's academies in Doncaster. Coupled with target setting and supportive, but challenging mentoring – and outstanding teaching, students are able to make the most of the progression routes beyond the academy into training, education or employment.

The academy's vision is one of transforming the present to shape the future; to create a Christian community of students and staff working harmoniously together, each highly motivated to be the best each can be, sensitively collaborating together to produce confident citizens who will make the most of their abilities and have the confidence and skills to take full advantage of every opportunity a changing world will offer.

Mission Statement

Working together with other SPTA academies, Rossington All Saints Academy is a centre 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. It aims to raise every student's aspirations and achievements through the provision of excellent teaching, strong pastoral support and access to an outstanding curriculum. Supported by its Christian ethos, the academy supports all students, their families and the wider community to take advantage of the educational, sporting and cultural opportunities that the academy provides, whilst promoting increased development of the wider community.

The academy is based on the values and principles of the sponsor SPTA, and together with its Christian ethos it promotes:

- Self-discipline
- Responsibility
- Honesty
- Hard Work
- Setting high aspirations
- Trust
- Co-operation
- Tolerance, respect for others and fellowship.



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

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 07791 546 409.

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

**Rossington All Saints Academy
ICT Technician
37 Hours Per Week/ All Year Round / Permanent
Salary: Grade G Pt 27-30 (£23,935 - £26,566)**

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.

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: 12th August 2016 at 12 noon

**An application pack can be downloaded from
recruitment.schoolpartnershiptrust.org.uk
or by contacting our recruitment team on
07791 546 409
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 £23,935 - £26,566

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 Rossington All Saints 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 Rossington All Saints Academy's 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 within the academy and 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 check	*		C

Key: A =Application, I = Interview/Assessment, R = Reference, C = Certificate



Rossington All Saints Academy Facts and Statistics

Type of School	Sponsor Led Academy	
Age Range	11-18	
Location	Rossington, Doncaster	
Denomination	Church of England	
Co-educational or single sex	Co-educational	
Specialisms	English and Sport with Applied Learning	
Number of students on roll	694	
Value Added	1021.6 (16th Percentile)	
Attendance	94.9%	
Date school established	26 April 2011	
School Awards	Youth Sport Trust Gold Partner Status	
Number of teaching staff	52	
Number of associate staff	85	
% of students on FSM	27%	
% of students with SEN	14%	
% of students with EAL	1%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2013	58%
	2014	64%
	2015	60%
A Level Results 2014	APS per entry = 226 APS per student = 577	
University Admissions	2014	100% of students who applied were offered a place at university
	2015	100% of students who applied were offered a place at university
No of students in 6 th Form	75	