



IT Technician Recruitment Information



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL



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A Warm Welcome from the Headteacher

Dear prospective colleague,

Thank you for your interest in joining Greenshaw High School. This is a truly unique opportunity to play a key role in shaping the provision of secondary education and lifelong learning opportunities within Greenshaw.



Our school is a highly over-subscribed 11 to 19 mixed comprehensive secondary school and sixth form situated in Sutton, South West London. I take immense pride in the work of all of our staff and students, and having been at the school since 2001, continue to be amazed by their achievements.

At Greenshaw, we believe that we have a key role to play in enabling the students entering our school to be happy and successful members of society by the time they leave. We have two equal priorities: great student wellbeing and fantastic exam results. In 2018, Greenshaw High School celebrated the best ever GCSE results achieved by students of the school and in our sixth form in 2018, students achieved results in the top 25% of the country. However, I do not want these results to come at the cost of young people's wellbeing. Staff are conscious of the pressures on young people in the modern world and aware of the importance of promoting student welfare. We maintain a department of non-teaching staff to support students with mental and wellbeing.

Our staff play an integral part of in the achievements of the school and its students. Should you join us, you will work alongside an exceptionally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require to become the very best in your chosen area.

As an employer, we offer a range of staff benefits, including excellent CPD opportunities and career progression, automatic entry in to a recognised pension scheme and employer contributions, a cycle to work scheme, gym membership, eye care vouchers and other corporate discounts. Since October 2018, both staff and students also benefit from a two week October half term.

If you feel that you have the skills, experience and drive to help support the school's vision and its students then please do read on. I look forward to welcoming you in person at Greenshaw High School soon.

Yours sincerely,

Nick House, Headteacher



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Introduction to Greenshaw High School

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school and sixth form situated in Sutton, South West London. Greenshaw High School converted to Academy status in June 2011 and is part of the Greenshaw Learning Trust. Throughout its history, Greenshaw has been popular with parents of children of all abilities and there continues to be a large demand for places. There are currently 1700 students on roll, with over 200 staff providing teaching, pastoral care and other support across the school.

We are a successful and popular school with an established record of nurturing high levels of attainment in its students. We provide a first rate teaching environment that challenges all students to achieve their very best and an individual pastoral support programme to guide them in this endeavour.

At the heart of our enterprise are our core values, with their emphasis on equality of opportunity, respect for others and the value of learning. Upon these foundations we have built a thriving educational establishment, where students have flourished and continued to study a wide range of subjects at some of our country's most prestigious universities.

We welcome the fact that, year on year, a growing number of students aspire to join our school. We are matching this burgeoning demand with an expansion of the facilities that are available and the courses that are on offer. We are firmly of the belief that the quality of teaching and learning and the level of pastoral care we provide are of the highest quality.

Specialist facilities allow us to make use of the latest technologies and resources. We have an all-weather sports pitch, music centre, studios for art, drama and dance, a gymnasium, a sports hall equipped with an eight lane climbing wall, a multi-gym, a number of IT suites, specialist science laboratories and a reading lounge. As our student numbers have increased, a new purpose-built extension building opened in September 2016. Staff facilities include a newly refurbished staff room, a number of new staff work rooms with IT facilities, staff shower rooms, a free-to-use gym (outside of school hours), and secure cycle storage.

In choosing Greenshaw as the place to start or continue your career, you will be on the right path to a successful future.



"The best community of teachers that I could ever have hoped for. The patience, care, loyalty and commitment of a group of people who have walked alongside my son through his tribulations, challenges and successes in his time at the school" – a parent.



Our vision

We are absolutely committed to achieving excellence. In our school this should always encompass the twin aims of high wellbeing for young people and adults, alongside academic excellence. Maintaining both of these can present challenges, but it is our clear ambition.

Our learning

As a comprehensive school, we hold dear the idea of curriculum breadth. We want all of our students to experience a wide range of subjects from maths, English, sciences, humanities and languages, but retain a place for the performing and creative arts. We will offer broad pathways in our comprehensive schools that suit students' prior attainment, and will always find the right course for our learners, rather than suiting any particular government performance measure.

We also accept our social responsibility to educate our students about important areas that do not fall neatly into subject categories, but are critical to young people being empowered citizens and intellectually capable. This includes the books we read in tutor time, and the homework scheme we call *The Big Ideas that Shaped the World*.

Our ethos

We believe that consistent hard work will always beat any notion of 'talent', without hard work. We aim to train all of our learners into the regular completion of homework, and constant hard work through the school day – and beyond – to build the habits necessary for success.

Our social responsibility

A marker of our educational excellence will be our students' social impact. This means within the immediate community around our school, across Sutton and more widely, even on the international stage. This could include volunteering, raising funds or making other forms of contribution. We want excellent academic results that allow students to enter the next phase of their education, but also productive citizens as they move in to adulthood.





Examination results

Greenshaw High School is justly proud of its success over many years in achieving the very best for its students. The school enters students across the full attainment range for examinations. It is therefore clear that the results represent significant achievements.

Our Progress 8 score is +0.38, which is above average. This puts us in the top 17% of schools in England. Our Attainment 8 measure is 54.7% points, which is well about the average score of 44.3 points.

A level results

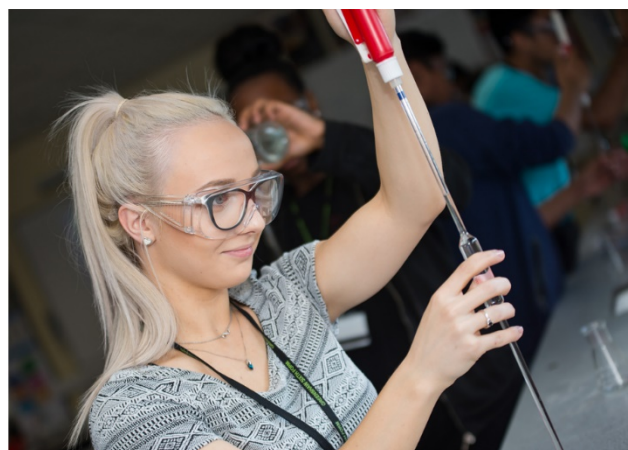
At A level, results in 2018 demonstrated a competitive and strong performance from our sixth form students, with 21% of grades at A*/A, 49% of the grades A*/B and 75% A*/C. The high number of A* grades came from a range of subject areas including in the arts and design courses

GCSE results

In 2018, Greenshaw High School celebrated the best ever GCSE results achieved by students of the school. Despite the huge changes to GCSE specifications, designed to make each more difficult, and the significant reduction in coursework, Greenshaw's students put in a record breaking stint of revision, practice and exam performance. If the previous indicator of success for schools was applied to these results, then 77% of students would have achieved five GCSE passes, including English and maths.

The core subjects of English and maths saw excellent results. One in three students achieved at least a grade 7 (an A grade in the previous system) in maths, and an even higher proportion in English. 57% of students achieved a grade 5 or above in both English and Maths GCSEs. A range of other subjects including the sciences, geography and history also performed superbly. For example, nearly half of all students in biology, chemistry and physics achieved a 7 or higher.

"We are so thrilled and proud of what our daughter has achieved – she has had the support of a great school who really did have her best interests at heart. Many thanks to you all." – a parent





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Our commitment to you

At Greenshaw High School, we recognise that our staff are our most important asset and that the quality and commitment of our staff is critical to the school's success.

Conditions of service for all staff are in accordance with the Conditions of Service for School Teachers in England and Wales for teaching staff and National Joint Council for Local Government Services for support staff.

The Greenshaw Learning Trust has been recognised under the Valued Worker Scheme as meeting all six of the Valued Worker Scheme principles. The Valued Worker Scheme is a joint initiative promoted by NASUWT, GMB, Unison and Unite, and promotes the adoption of policies and practices that demonstrate an employer's commitment to treating all employees fairly, equitably and with dignity through the adoption of six principles:

1. Enabling all employees to have a safe, secure and enjoyable working environment;
2. Ensuring the wellbeing and dignity at work of all employees;
3. Providing CPD for all employees;
4. Providing good pay and conditions which include a commitment to the living wage (as defined by the Living Wage Foundation);
5. Having formal agreed mechanisms for consultation and negotiation, working in partnership with employees and trade unions;
6. Ensuring policy development and working practices are informed by the use of information and evidence.



As a school, we are committed to promoting the health and wellbeing of all of our staff. All staff are provided with access to our Employee Assistance Programme (EAP). This is a free, confidential service, which provides useful information, practical support and counselling on a wide range of work, family and personal issues. The EAP is available to all members of staff at the school and can be contacted 24 hours a day, 7 days a week, 365 days a year.

In addition to the Employee Assistance Programme, our staff benefits include excellent CPD opportunities and career progression, automatic entry in to a recognised pension scheme and employer contributions, a cycle to work scheme, gym membership scheme, eye care vouchers and other corporate discounts.



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IT Technician required ASAP

NJC Pay Scale 3/4 points 5 - 10, £21,591 - £23,607 per annum

Full time and permanent contract

This is an excellent opportunity for a highly motivated and committed individual to join Greenshaw High School as our IT Technician. The successful candidate will support the IT Network Manager in the day-to-day operation of the IT networks and hardware, ensuring that the school's IT systems effectively support the learning and administration of the school. For the right candidate, this is a fantastic opportunity to use your technical know-how to make a difference to the lives of our staff and students.

Working Hours

The normal working hours will be 36 hours per week, however flexibility and the ability to work outside of the normal working hours is required. Typically, the working pattern will be:

Monday to Thursday	07:30 – 15:30
Friday	07:30 – 15:15

The above hours include a daily unpaid break of 45 minutes.

Holiday Entitlement

The annual holiday entitlement is 26 days, subject to the completion of six month's service. This will increase to 30 days on completion of five year's continuous Local Government Service.

Salary

The successful applicant will be placed on point 5 of the NJC pay scale, with the opportunity to progress to point 10. Salaries are paid monthly on the last working day of each month.

Local Government Pension Scheme

The successful candidate will automatically become a member of the Local Government Pension Scheme. Details of the Local Government Pension Scheme are available from the website: <http://www.lgpsmember.org>. Under the Social Security Act 1986 you have the right to make your own pension arrangements.

Probationary Period

New employees will be required to complete a six month probationary period.

Disclosure Check

This appointment is subject to the receipt of a satisfactory Disclosure and Barring Check.



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Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

Occupational Health

The appointment is subject to satisfactory Occupational Health clearance.

General

Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services.



IT Technician - Job Description

The IT team are a well-established and integral support function at Greenshaw High School, responsible for the day-to-day operation of the IT networks and hardware, ensuring that they effectively support teaching and learning, as well as the administrative service across the school.

The IT Technician will be accountable to the IT Network Manager.

The main duties and responsibilities will include:

Main Responsibilities

- Contribute to the day to day support of the IT networks and hardware;
- Install, configure and maintain IT hardware throughout the school;
- Undertake repairs of IT equipment, including organising warranty repairs where appropriate;
- Carry out upgrades of software and hardware, as directed by the IT Network Manager;
- Deploy images for the workstations across both networks;
- Organise regular maintenance of the IT suites;
- Support the use of MFP's and other peripheral equipment;
- Set up all audio-visual and other associated equipment for assemblies, events and other book activities;
- Efficient use of the helpdesk to track calls and identify common problems;
- Maintain an up-to-date inventory for hardware, software and other IT-related equipment;
- Maintain the IT network rooms in an orderly way for ease of access;
- Assist the IT Network Manager with routine maintenance of the network systems;
- Inform the IT Network Manager of any risk to integrity and security;
- Provide support to staff and students in their use of IT equipment and software and to enable users to engage with any self-help documentation;
- Undertake any appropriate training identified in conjunction with the IT Network Manager;
- Undertake any other duties commensurate with the post as may be required by the IT Network Manager, School Business Manager or Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



IT Technician - Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	• A sound education background • Willingness to undertake ongoing training	• An IT qualification or certification
Experience and Knowledge	• Experience within an IT support environment, including a good understanding of ITIL • A good working knowledge of IT hardware and software • A good working knowledge of common software applications	
Aptitude and Skills	• Excellent customer service skills • Well-organised • Ability to use initiative and demonstrate a methodical approach to problem solving • Enthusiasm for technological developments and a willingness to learn new skills • Ability to prioritise effectively and work to tight deadlines • Ability to work efficiently under pressure and be flexible to respond to an evolving environment • Strong interpersonal and communication skills • Ability to work constructively as part of a team and build and form good relationships with colleagues	
Additional Requirements	• Knowledge and understanding of the education sector, a desire to work in a comprehensive school, and a willingness to contribute to various aspects of school life • Able to appropriately deal with confidential information • Desire to enhance and develop skills and knowledge through CPD • Demonstrate a commitment to safeguarding and the highest standards of child protection	



	• Commitment to the school's ethos, aims and its whole community	
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The Application Process

How to Apply

All details, including the Application Form, Job Description and Person Specification can be found on the school's website: www.greenshaw.co.uk

The completed application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

The completed application form and statement of suitability should be returned to recruitment@greenshaw.co.uk. Alternatively, hard copies can be submitted by post to HR Department, Greenshaw High School, Grennell Road, Sutton SM1 3DY.

Applications must be received no later than **12.00pm on Monday 14th October 2019**. Applications received after the deadline will not be included.

Shortlisting

Shortlisting will be finalised on **Monday 14th October 2019**. Shortlisted candidates will then be invited by telephone to attend an interview. Please make sure that you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

Interviews

Interviews will be held on **Wednesday 23rd October 2019**. The interview day will consist of an interview task and a formal interview; candidates will also have the opportunity to meet with the Headteacher and tour the school.

Notification of Outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.