



St Bernadette Catholic Secondary School Bristol



Senior ICT Technician application pack



Excellence in Faith & Learning

St Bernadette Catholic Secondary School



Mission Statement

Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.

At St Bernadette Catholic Secondary School we aim for our young people to be:

- strong and committed in the faith of Christ
- confident of their personal worth
- active in response to Christ's call to care for others
- responsible members of society

Hence we strive to:

- achieve excellence in all aspects of our life and work
- foster the spiritual growth of each member of our community
- create a happy and successful learning environment
- develop the full potential of each individual
- prepare pupils for the opportunities, responsibilities and experiences of adult life

Excellence in Faith & Learning



Welcome

Nov 2022

Dear Applicant,

We are delighted that you have expressed an interest in the post of Senior ICT Technician at St Bernadette Catholic Secondary School. Community is extremely important to us at St Bernadette's. We pride ourselves on being an ambitious and vibrant community of faith and of learning where everyone is valued and has a part to play. Our pupils, who come from across the south and east of Bristol, are our best ambassadors and greatest asset.

Our identity as a faith school is key to all we undertake and the teachings of Jesus Christ are at the heart of all we do. We are committed to ensuring our students receive the highest quality provision to enable them to achieve their potential, while growing as confident and responsible young people.

This is an exciting time to be joining St Bernadette's. Our focus on excellence for and from all members of the school community, underpinned by robust, embedded systems and structures enable all members of the school community to thrive and we are confident of further growth and improvement. I was appointed as head teacher this September and having served as deputy at the school for seven years am excited to be leading the school into its next chapter. Furthermore St Bernadette's is blessed with a strong, supportive and ambitious staff who have the highest expectations of themselves and our pupils.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us.

Best wishes

Patrick McDermott
Chair of Governors

Edward Walker
Headteacher



St Bernadette Catholic Secondary School

Senior ICT Technician

Required:	ASAP
Salary:	BG9 s/p 17-21 (actual salary £24,250-£26,252)
Location:	Whitchurch, Bristol
Contract Type:	37 hours per week— term time plus 5 insets
Contract Term:	Permanent contract

St Bernadette Catholic Secondary School wishes to appoint a talented and resourceful Senior ICT Technician to join the Network Services Team and provide first class support to staff and pupils. This is an exciting opportunity to join our team who are always seeking innovative ways to continually make a positive impact on teaching and learning.

We can offer:

- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff
- Strong academic results
- A school with strong care, support and guidance

You are:-

- Experienced in an ICT support role in an educational or commercial environment
- Able to work in a logical, organised manner dealing with competing demands and priorities.
- Familiar with, and have a working knowledge of, Microsoft Desktop and Server applications and operating systems
- Able to understand how ICT is used to support teaching and learning

You will:-

- Administer the ICT network to maintain an effective information system that supports learning
- Ensure that the ICT systems conform to Health and Safety regulations
- Deputise for the ICT Manager when necessary, including overseeing the work of the ICT Apprentice
- Assist staff and students to ensure the effective use of ICT throughout the school

Contact us:

To discuss the post, applying or to arrange a school visit, please contact Tom Nadin, Assistant Head.

School address - St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol, BS14 9LS

Phone – 0117 377 2050 Email – recruitment@stberns.bristol.sch.uk Website – www.stberns.bristol.sch.uk

Application forms are available on the school [website](#) and the CES [website](#)

Closing date— midday 6TH December 2022 **We encourage you to submit your application as soon as possible as we reserve the right to interview and appoint before the closing date.**



About our school

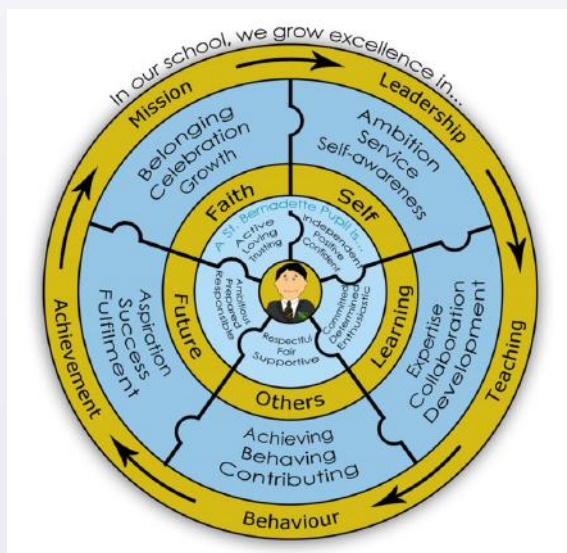
St Bernadette's is a vibrant, successful and ambitious secondary school located in Whitchurch, South Bristol. The school prides itself on being a community of faith and of learning, where everyone is valued and has a part to play.

As a Catholic school it is our mission to work together to serve the needs of the pupils in our care. The work entrusted to us is to help each pupil to recognise their dignity as a child of God and to help each one to fulfil the potential that God has given them. We do this by providing an education grounded in the gospel values of faith, hope and love; in which pupils can grow in faith; are stretched academically and are given a moral and social awareness that will help them to contribute fully to our school community and to play an active part in society both now and in the future. In this way we work for the common good and to build up God's kingdom.



Excellence at St Bernadette's

A commitment to excellence from all and for all is a key feature of our school. Our fundamental belief is that children will succeed when learning in a happy, challenging and safe environment where there is mutual respect for all in the community. Our St Bernadette's Excellence Wheel has been the vehicle to move our Excellence agenda forward.



At St Bernadette's we are committed to providing an education which enables every young person to have a positive relationship with:

- **Themselves** - A St Bernadette pupil is confident, independent and positive.
- **Others** - A St Bernadette pupil is respectful, supportive and fair.
- **Faith** - A St Bernadette pupil is active, loving and trusting.
- **Learning** - A St Bernadette pupil is committed, determined and enthusiastic.
- **Their future** - A St Bernadette pupil is ambitious, prepared and responsible.



Job Specification

Purpose

- To provide a learning resource for students and an effective information system by working as part of the ICT technical support team
- This job role will support all hardware (including but not limited to PCs, Macs, laptops, projectors, printers, interactive boards and Chromebooks), software, operating systems and network infrastructure items.

Key Job Outcomes

- Administer the school ICT network to maintain an effective information system that supports learning by:
 - i) Providing extensive software and hardware support for the school systems including the identification and resolution of faults, repair and maintenance of hardware and the installation and testing of new products
 - ii) Configuring and maintaining the server and network infrastructure environment including storage, network switches and VLANs
 - iii) Maintaining the school G Suite for Education account
 - iv) Maintaining the school wireless infrastructure in conjunction with external providers
 - v) Liaising with external support providers when support issues require escalation
 - vi) Providing support in ensuring the safety, security and integrity of all ICT systems in use across the school, including anti-virus software
 - vii) Maintaining and monitoring backups of the system
 - viii) Maintaining internet connections, in collaboration with the school internet provider
 - ix) Providing technical advice and support to staff and students in oral and written form
 - x) Maintaining a whole school inventory of ICT hardware, software and licences
 - xi) Ensuring documentation is kept up to date
- Deputise for the Network Manager when necessary, including with budget related items and overseeing the work of the ICT Technician/Apprentice
 - i) At the request of the Network Manager or SLT line manager, other duties which reasonably fall within the scope of this post
 - ii) Ensure that ICT systems conform to Health and Safety regulations in order to provide a safe working environment for staff and students in the school

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.



Job Specification

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in the Bristol City Council Corporate Health, Safety and Welfare policy, Departmental and school policies and codes of practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other relevant duty not mentioned in the above.

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



Employee Specification

	Essential	Desirable
Qualifications and Skills	Educated to 'A Level' or equivalent Good level of computer literacy, sound numeracy, written and oral communication skills ICT technical training	Further/Higher education in a relevant field or advanced technical training Knowledge of VMWare virtualisation technologies
Knowledge and Understanding	Good knowledge/understanding of a network infrastructure (including switches, VLANs and server roles/features) Working knowledge of Microsoft desktop and server operating systems and applications (e.g. Server 2016, Windows 10 and Office 2016) School-specific software e.g. SIMS Excellent problem-solving and resolution abilities on a wide range of software, hardware and network issues	Apple OSX and Chrome OS
Experience	3 years relevant ICT experience PC and network hardware and software deployment ICT support role in an educational or commercial environment Knowledge of how ICT is used to support teaching and learning.	Apple Mac hardware and software installation Music recording Exposure to service management in an ICT environment



St Bernadette's is a community of faith



Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.



Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.



Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





St Bernadette's is a community of learning

St Bernadette's is an ambitious learning community. We want our pupils to make the most of every learning opportunity, have fun in their learning and be scholars. We work hard to provide the best we can for all pupils and we expect them to give of their best, work hard, behave well and take responsibility for their learning. Our pupils achieve well in examinations and make strong progress.

Our curriculum is broad and is designed to ensure that all pupils have the opportunity to achieve their maximum potential. We promote and value traditional subjects while also embracing new technologies.

Pupil groupings vary across subjects and year groups, giving maximum flexibility to accommodate each individual's needs. All pupils are set challenging targets and their progress towards them is closely monitored.

One of our key priorities is to develop pupils' learning through the promotion of scholarship. By promoting 12 aspects of scholarship through our lessons, the reward system and across school life in general, we are seeking to help pupils to become 'St Bernadette Scholars' who are increasingly successful at learning.

We are strongly committed to the growth and development of our staff. A well-established staff development programme is in place, focused on developing individual and collective excellence through expertise, collaboration and action research.



A St Bernadette scholar is					
QUALITIES		SKILLS		APTITUDES	
AMBITIOUS		PRESENTATION		PERSONAL RESPONSIBILITY	
COMMITTED		COMMUNICATION		PROBLEM SOLVING	
DETERMINED		REVISION		ENQUIRING	
ENTHUSIASTIC		ACADEMIC		INDEPENDENT LEARNER	
successful at learning					



School Improvement Priorities



The School Improvement Plan is the vehicle which outlines and drives forward our ambitions and plans for excellence in all that we do. It covers five key areas:

Mission

We work to build an active and vibrant Catholic faith community in which all belong, grow and celebrate our individual and collective identities.

Leadership

We nurture ambition and excellence thus providing a quality service based on secure self-awareness and robust plans.

Teaching

We work to improve the quality of teaching, learning and assessment by building expertise, collaboration and the development of individuals.

Behaviour , Attendance & Pupil Welfare

We raise the level of aspiration, achievement, engagement and contribution of all pupils to improve personal development, behaviour and welfare.

Achievement

We raise aspiration and improve standards of achievement and outcomes so that all can experience success and fulfilment.

Each key area has a Priority Improvement Plan (PIP) which identifies our longer term objectives and priorities, as well as being specific about our priorities for the coming academic year. The number of key priority areas is kept to a minimum to ensure clarity of focus while maintaining the progress made in previous years. Core leaders within the school maintain Team Improvement Plans (TIP) which reflect the priorities and progress of individual teams.

Strong school systems and rigorous self-evaluation support the developmental work of the school. Leaders at all levels own and drive school improvement priorities.





What do others say about St Bernadette's?

"A wonderfully stimulating Catholic environment"

Section 48



Listen to Ned, Year 7

<https://youtu.be/HvmXZJvglek>

"Relationships between teachers and pupils are very positive"

Ofsted

"St. Bernadette's remains an outstanding Catholic school and as indicated continues to grow, develop and flourish"

S48 monitoring



Listen to Bella, Year 7

<https://youtu.be/pFss4WKfSWA>

"I value the school's ability to meet the needs of children who as individuals possess different skills, attribute and ability, as well as interests. All were motivated to succeed and give their talent"

Parent

"Pupils are confident and comfortable in their lessons." They "respond well to instructions and are very obedient."

Ofsted

"A harmonious atmosphere pervades the school"

Ofsted

"All pupils benefit enormously from the vibrant Catholic life of the school"

Section 48

"There is a sustained culture of excellence"

External review



Listen to Kelly, Year 11

<https://youtu.be/KVWRAE3g8Ng>

"School leaders work together enthusiastically to ensure that pupils thrive and develop as confident and responsible future citizens."

Ofsted



How to apply

If, having read about our school, you would like to apply to be Senior ICT Technician at St Bernadette's, please complete the application form and the recruitment monitoring and Rehabilitation of Offenders Act 1974 Disclosure Form. To discuss this post or arrange a visit to the school, please contact Mr Tom Nadin, Assistant Headteacher (in the first instance on 0117 3772050 or recruitment@stberns.bristol.sch.uk

Application forms can be downloaded from:

- the school [website](#)
- the CES [website](#)

Completed application forms can be emailed to:

recruitment@stberns.bristol.sch.uk

or posted to:

Mrs Nicky Fear

Business Manager

St Bernadette Catholic Secondary School

Fossedale Avenue,

Whitchurch,

Bristol

BS14 9LS

St Bernadette's is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed.

St Bernadette's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



St Bernadette Catholic Secondary School
Fossedale Avenue
Whitchurch
Bristol
BS14 9LS

0117 3772050
recruitment@stberns.bristol.sch.uk
www.stberns.bristol.sch.uk



Excellence in Faith & Learning