

Bottisham Village College
Lode Road, Bottisham, Cambridge, CB25 9DL
Tel: 01223 811250 Fax: 01223 813123
Email: kbeckett@bottishamvc.org
Web: www.bottishamvc.org

ICT Technician

(APT & C Scale 3 (£15,725 - £16,830)
Full time – 37.5 hours per week, 52 weeks)

We are looking for an ICT technician to join our hard working and forward thinking Technical Services Team. You will be ICT literate, conversant with Windows 7, Server 2008 and Microsoft Office.

Main duties will include providing first line support to users, maintaining the college's laptop/netbook provision, managing classroom ICT infrastructure and assisting with hardware and software installations, upgrades and maintenance.

Teaching Assistant (Level 1)

Level 1 £13189 - £13874 (pro-rata to hours/weeks worked)
Full or part time hours available, term time plus training days

We are looking for an enthusiastic individual to join our hard working and successful team working with students across the whole school and supporting teachers within the classroom. Basic Literacy & Numeracy required.

Application packs and further information for both these positions can be downloaded from our website www.bottishamvc.org
or contact:

Karen Beckett, HR Manager on 01223 811250 ext 273,

Closing Date: 4.00pm Wednesday, 16th November 2011

Apprentice – Sports Centre

We would also be interested to hear from individuals who would like to undertake an apprenticeship at our Community Sports Centre. This apprenticeship will be a customer focussed/operational role within a busy sports centre.

For further information about the Apprentice role please contact Mrs Heidi Kempster, Business Manager on 01223 811250 ext 265 or by email hkempster@bottishamvc.org

Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"



BOTTISHAM VILLAGE COLLEGE

Lode Road, Bottisham, Cambridge, CB25 9DL

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Principal: Kate Evans

KE/kb

November 2011

Dear Applicant

ICT Support Technician

Thank you for your enquiry about the post of ICT Support Technician at Bottisham Village College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

Bottisham Village College is already a very good school, as was confirmed by an Ofsted Inspection in September 2007, when we judged to be a 'good school with many outstanding features'. We have subsequently been identified as a High Performing school which enabled us to add Applied Learning specialism to our existing Humanities status. Our examination results have also improved significantly in recent years, both in terms of progress and achievement, placing us as one of the highest achieving comprehensive schools in Cambridgeshire. However, Bottisham is a school that is committed to continual improvement, with the stated aim of achieving and maintaining excellence in all areas of our practice. Bottisham Village College became an Academy on 1st April 2011.

This is an exciting time to consider joining us. You can be assured of a warm and supportive welcome. I hope that we can look forward to receiving your application.

The closing date for all applications is 4.00pm on Wednesday 16th November 2011. Please send your completed application form, together with a letter of application to Mrs Karen Beckett, HR Manager.

Yours sincerely



Mrs K Evans
Principal

Enc

A reflective learning community committed to achieving and sharing excellence in an environment in which every child matters



INFORMATION FOR APPLICANTS

ICT Support Technician



A Specialist Humanities and Applied Learning College

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BOTTISHAM VILLAGE COLLEGE

About Us

Bottisham Village College is a very successful comprehensive school, with over 1050 students from our local community. We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements.

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a seven form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed, and the local authority manages a waiting list each year. Approximately 15% of the intake opts in from outside the catchment area, and numbers in catchment are growing.

Since 2004 we have been a specialist Humanities College; the specialist subjects are Geography, History and Citizenship. As a result of this specialism, active curriculum development partnerships have been formed with a number of secondary schools in Cambridgeshire and with our partner primary schools.

The College was inspected by Ofsted in September 2007, and we were delighted by the positive endorsement of our work. A copy of the report is included with these papers. In January 2005, we were named as a 'particularly successful school' by Her Majesty's Chief Inspector of Schools in his annual report as one of only 46 out of 566 schools inspected that year.

Following the success of this most recent Ofsted Inspection, we were designated as a High Performing School and invited to take on a second specialism in Applied Learning. This second specialism has supported the development of a highly personalised curriculum at Key Stage 4, enabling all students to achieve their full academic potential. We are confident that these developments have made an important contribution to the very significant improvement in our GCSE results in recent years.

The Bottisham Education Trust was established in September 2010 with the aim of utilising the skills and experiences of a range of local organisations to help us to meet our core responsibilities and priorities, as summarised in the Every Child Matters agenda. Our seven external partners are all committed to getting involved in the day to day life of the college. They are:

- Cambridgeshire & Peterborough NHS Trust
- Cambridge Building Society
- Faculty of Education, University of Cambridge
- John Lewis
- The Marshall Group of Companies
- The National Stud
- Red 2 Green

Red 2 Green is a charity that has a base at the College. It aims to provide work, education and leisure opportunities for adults with special learning needs and disabilities; many of the projects take place on the College premises and students take part in an alternative curriculum project in the 'Natural Progression' garden, working alongside adults with disabilities. This project is an important indication of what is so special about Bottisham.

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 96% in 2010, continue in full-time education.

In the summer of 2010 we achieved record breaking GCSE results, with 88% of our students achieving 5 or more A*-C grades, and over one third of all grades being awarded at A*/A.

Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER (School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research. In addition, as part of this programme, each year a number of colleagues embark on a Masters degree.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.

College Leadership Team

Mrs K Evans	Principal
Mr C Tooley	Deputy Principal
Mr A Gee	Assistant Principal
Mrs H Kempster	Business Manager
Mrs J Melling	Assistant Principal
Mr M Merry	Assistant Principal
Mrs A O'Reilly	Assistant Principal
Mrs J Rankine	Assistant Principal

Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all.

We are very keen to offer students opportunities to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy of our students and their friendly, open nature. The head boy and head girl successfully lead a team of senior students who play a significant role in the life of the College.

Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

The Locality Team

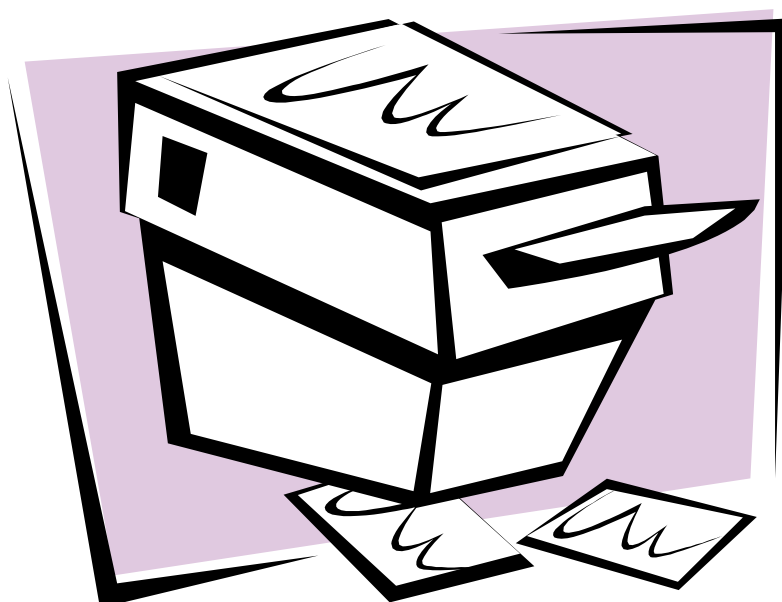
We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

The Community Dimension

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions. Many local meetings are held here, from the W.I. to the Parish Council. Most of the drama, art, sport and adult education in the area takes place here; many of these activities are taking place during the school day, though not in the same classrooms as students. We offer a broad and popular adult education programme, with a wide range of courses and activities available both during the school day and into the evening. The facilities are open 364 days a year.

BOTTISHAM VILLAGE COLLEGE

INFORMATION FOR APPLICANTS



ICT Support Technician

ICT Development and Support Team

The ICT Development and Support Team design, implement and support a vast range of technical solutions, many of which are on the cutting edge of technology in their class, providing infrastructure to aid the Teaching and Learning at Bottisham Village College. The team is line managed by Chris Tooley, Deputy Principal.

The team is comprised of the following:

Dave Pain	ICT Strategy Manager
Richard Mayer	ICT Systems Manager
<i>This vacancy</i>	ICT Support Technician, responsible to ICT Systems Manager
Jack Lomas	Apprentice ICT Support Technician, responsible to ICT Systems Manager

In addition to being a part of the ICT Development and Support Team, this role, together with the Apprentice ICT Technician and the college's Reprographics and IT Administrator form the Technical Services Team, which provides front line technical support to students and staff.

A suitable candidate may expect the opportunity to contribute to on-going development projects, as well as performing their primary duty of front line support.

Some of the technologies/products the successful candidate can expect to have exposure to are:

- Dell/Toshiba desktop and laptop hardware
- Microsoft Windows 7
- Microsoft Windows Server 2008
- Ubuntu Linux
- Microsoft Office 2010
- Microsoft Deployment Services
- Norton Ghost / Clonezilla desktop deployment
- Application Virtualisation with Microsoft App-V
- Juniper wireless network
- VMWare vSphere virtual server architecture
- Veeam backup
- SMART / Promethean Interactive Whiteboards
- Sophos Antivirus protection
- Policy Central desktop monitoring
- Microsoft Exchange
- SIMS (the school MIS)
- Vericool biometric cashless catering
- A range of bespoke PHP/MySQL tools comprising the college intranet

Equal Opportunities

Bottisham Village College is an Equal Opportunities employer.

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BOTTISHAM VILLAGE COLLEGE

JOB DESCRIPTION

POST TITLE:	ICT Technician
GRADE:	Scale 3 Full Time, 37.5 hours per week
HOURS OF WORK:	8:00am – 4:00pm (Monday - Friday)
RESPONSIBLE TO:	ICT Systems Manager.

PURPOSE OF THE JOB:

- *To provide support to the teaching and learning of ICT across the college.*

MAIN RESPONSIBILITIES:

1. To provide first line support to users, diagnosing and resolving problems if possible, escalating where necessary.
2. To maintain the college's laptop/netbook provision.
3. To manage classroom ICT infrastructure, enabling effective teaching.
4. Assist in the setting up of the PA system/audio visual equipment when required.
5. To provide 'in-class' support to students and teachers, as directed by the ICT Systems Manager.
6. To assist with hardware and software installations/upgrades.
7. To assist with the maintenance of the college's website, intranet and email systems.
8. To be aware of licensing, copyright, security and data protection issues, implementing policies accordingly.
9. Maintain a current knowledge of and contribute to ICT developments.
10. To contribute to the upkeep of the ICT Asset Register.
11. Ensure that the requisite Health & Safety regulations and school policies are complied with.
12. Undertake any other duties consistent with the post as directed by the Principal or Deputy Principal.

**BOTTISHAM VILLAGE COLLEGE
PERSON SPECIFICATION
POST: ICT Support Technician**

Attribute	Essential	Desirable
Education and Qualifications	• Educated to at least A-Level standard, including GCSE Maths/English or equivalent	• Undergraduate degree in a technology related subject
Experience	• Some experience of the workplace, possibly in a customer focussed role	• Working with young people in some capacity, this could be as a parent/carers or professionally • Experience of working in an educational environment
Skills, Knowledge and Aptitudes	• Fluency in Microsoft Windows 7 and Office 2010 • Good problem solving skills • Willingness to work within established frameworks and procedures	• Experience of using a distribution of the Linux operating system
Personal Qualities	• A positive interest in working with young people • Adaptability • Ability to build good working relationships with a range of colleagues • Clear communication, including fluency in the English language • Ability to work calmly and with patience	
Other requirements	• A sense of humour • A sense of community and willingness to fit into the ethos of the college	

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