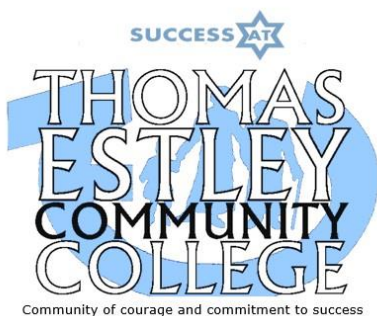


SUCCESS  AT

THOMAS  
ESTLEY  
COMMUNITY  
COLLEGE

Community of courage and commitment to success

# *Application Pack*



**National Teaching School**  
designated by



**National College for  
Teaching & Leadership**

**Station Road  
Broughton Astley  
Leicestershire LE9 6PT  
Telephone: 01455 283263  
Fax: 01455 285758  
admin@thomasestley.org.uk  
www.thomasestley.org.uk**

Principal: Mandi Collins  
November 2019

Dear Applicant

## IT Technician

Thank you for your interest in this post.

The main purpose of the job will be to support the IT Network Manager in providing a functional, practical and well-maintained IT system for the College and to ensure pupils learning is not interrupted as a result of IT or AV/digital technologies.

Thomas Estley Community College is a very busy, thriving and rapidly expanding college serving the village of Broughton Astley and the surrounding area. We have a current number on roll of almost 900 Key Stage 3 & 4 pupils (11-16 year olds) with a number of students with special educational needs. The College also has extensive extended schools provision including Before and After Schools Clubs, Pre-School, Homework Clubs, as well as adult and community clubs and lettings which all happen at the College, and a special school base on site.

This post is full time, all year round, not just term time. This is to ensure that support is available during school holidays as well as term time to the Network Manager to assist with upgrades and other installations that often have to be scheduled for school holidays. We also operate within a small Multi Academy Trust and the post holder may be required from time to time to support the other schools in the Trust either by phone or in person. The expectation would be that annual holidays would be split between school holidays and term times in coordination with the Network Manager so that IT support was maintained across the year.

You will have proven experience within a similar IT environment. As with all staff we have high expectations of the person we hope to appoint. This position will require a high level of initiative and you will be expected to actively seek tasks and offer general assistance where possible to the rest of the support team on your own instigation. We think the successful candidate can expect of us an interesting, supportive and lively environment in which to work and contribute.

Should you decide to apply for this role please ensure that you use the Personnel Specification for guidance when completing your application form. Please use real life examples rather than just listing skills and qualities where possible. If required, we may be able to support the right candidate with appropriate training via an apprenticeship course.

The closing date for applications is Friday 29 November and following shortlisting, interviews including task scheduled for Thursday 5 December. I look forward to receiving your application.

Yours faithfully

**Mrs Mandi Collins**  
**Principal**

### Success Academy Trust

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

Vice-Principals: C. Cornelius, R. Fegan

Assistant Principals: M. Young, J. Hartley

College Manager: A.M. Willett



# **Thomas Estley Community College**

## **"A Community of Courage and Commitment to Success"**

Thomas Estley is a successful 11-16 Community College serving the villages of Broughton Astley, Cosby as well as Whetstone and surrounding villages. We are the secondary school in Success Academy Trust, working with three local primaries and a preschool within the Trust, 'Building Leadership and Character Together.' We host part of Birkett House Special School within the college and are passionate about inclusion and meeting the needs of every one of our students.

The college has a strong tradition of innovative curriculum planning and its curriculum has been a national case study with aspects adopted by a number of schools locally and nationally. Thomas Estley is a Teaching School, lead school in the Thomas Estley Learning Alliance (TELA) including almost 40 secondary and primary schools, and a National Support School. As a result, the college engages in significant School to School Support and CPD provision. We are also a Centre for School Direct placements for those looking to train as a teacher. The college is a vibrant, innovative and forward-looking institution, a place which never stands still but constantly seeks improvement.

All of our Trust staff have a Staff Wellbeing entitlement and a Leadership Development entitlement, as well as our Three Keys to Success.

Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust Staff

 **ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE**

 **TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN**

 **WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH**



All of our work is firmly based within our values, collaboratively agreed and committed to by all of our stakeholders.

1. Aiming to achieve our best.
2. Taking full advantage of every learning opportunity.
3. Showing resilience through our experiences and challenges.
4. Seeking out our talents and following our dreams.
5. Reaching out for opportunities to lead and encourage others.
6. Making a positive difference and celebrating success.
7. Including the whole community, sharing, caring and giving time as needed.
8. Treating each other with kindness, fairness and respect.
9. Finding space in our lives for fun, joy, praise and laughter.

**Job Title:** IT Technician

**Grade:** 7 (points 11-14 £19,173 – £21,168pa) full time All year  
37 hrs per week Mon-Thurs 8.45 – 12.15 & 12.45 - 4.45  
Fridays 8.45 – 12.15 & 12.45 – 4.15

**Responsible To:** IT Network Manager; Registrar; Principal

**Job Purpose:** To support the IT Network Manager in providing a functional, practical and well-maintained IT system and to ensure pupils learning is not interrupted as a result of IT or AV/digital technologies

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Day to day maintenance of curriculum, administration and adult education networks.
- To report to the IT Manager and keep incident records up to date
- 1<sup>st</sup> and 2<sup>nd</sup> line support – IT helpdesk calls/IT system logged queries with Thomas Estley, with occasional support to other schools within Success Academy Trust as required
- Annual updating of student log-in facilities and generation of new users.
- Support all departmental and administration use of ICT equipment and initial software installation where necessary.
- Support and advise teaching staff in order to meet the academic needs of students by improving the quality of teaching and learning of ICT throughout the college.
- To promote the use and understanding of ICT within the college with staff, students and parents.
- Monitor and protect against viruses across the college
- Trouble shooting and repairs of college ICT equipment.
- Installation and testing of new equipment, cabling and systems
- Housekeeping/preventative maintenance of all computers and software across the college, advising departments and arranging for repair when necessary.
- Provide classroom support to teachers and assist pupils in the use of computers/ICT skills.
- Running/supervision of lunchtime IT /technology clubs for pupils
- Be aware of Health and Safety regulations affecting IT facilities
- Support and maintenance of website/intranet/vle/cctv
- Support and maintenance of digital cameras, theatre light and sound, data projectors, PC and laptops/laptop trolleys, printer consumables etc
- Maintain all IT /AV resources/ IT areas to ensure safe, in working order, recharged
- To support the Network Manager and other external 3<sup>rd</sup> line support personnel with IT improvement projects, particularly during school holidays
- To cover for Network Manager when absent/ holidays with support of other 3<sup>rd</sup> line support.

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) \*The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

In order to be able to carry out the above functions, the technician will need to have proven skills in a wide variety of technologies and be able to provide advice on their use in various situations. The technician will be expected to 'top-up' these skills by attending additional training, sometimes in their own time.

The technician will be expected to be flexible in outlook, being prepared to tackle most jobs within their capabilities.

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the team, and treats co-operation and support for colleagues as a top priority. The post holder may be called upon to cover or change ad-hoc, with agreement, duties outside their normal working times due to staff absence.

### Special Instructions

To ensure a safe working environment in accordance with Health and Safety Regulations.

To attend fire drills and staff meetings as required.

To attend training and performance reviews as required.

To respect the confidential nature of personal information.

To support and sustain effective communications throughout the College arising from duties.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Job Title: IT Technician - Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b><u>Qualifications</u></b>			
Good standard of general education	√		App/Doc
NVQ level 3 IT qualification	√		Doc
City & Guilds		√	Doc
MCP Certified		√	Doc
Comptia A+/N+		√	Doc
<b><u>Experience/Skills</u></b>			
Implementing ICT strategies	√		App/Int
Providing support to staff and students		√	App/Int
Delivering effective incident and problem management	√		Int
ICT equipment installation/repair	√		App/Int
Construction of software images		√	App/Int
Web site/intranet design		√	App/Int
PAT Testing		√	App/Int
<b><u>Knowledge</u></b>			
Microsoft Windows 7/ 10	√		App/Int
Ability to create and manage new PC images using Microsoft Deployment Toolkit and/or Ghost V11.5	√		App/Int
Microsoft packages	√		App/Int
Basic Active Directory knowledge	√		App/Int
Antivirus (Sophus)		√	App/Int
Symantic Ghost		√	App/Int
Server/client/network hardware		√	App/Int
Data backup		√	App/Int
Microsoft Server 2012 - 2019		√	App/Int
Sims software			
Insight VLE		√	App/Int
Digital signage systems		√	App/Int
Basic scripting – bat files/ use of CMD/ Power Shell		√	App/Int
		√	App/Int

	Essential	Desirable	How assessed
<b><u>Attributes</u></b>			
Excellent oral and written communication skills	√		App/Int
Good record keeping	√		Int/Ref
Ability to work on own initiative and as part of a team	√		Ref
Competent organisational, planning and presentation skills	√		Ref
Ability to work to deadlines and manage conflicting priorities	√		Int/Ref
<b><u>General Circumstances</u></b>			
Good timekeeper	√		Ref
Neat and tidy appearance to set a good example to students and for the image of the College	√		Int
A good health and attendance record	√		Ref
Ability to respond flexibly to changing demands	√		Ref
Willingness to undertake further training as necessary	√		Int
Must be eligible to work in the UK			
<b><u>Factors not already covered</u></b>			
<b>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</b>	√		Med

**It is an essential requirement that all staff/volunteers in schools hold a clean Criminal Records Bureau check. This will be requested once an offer of employment has been made. Failure to obtain the necessary clean certificate will mean that the OFFER OF EMPLOYMENT WILL BE WITHDRAWN.**

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

Ref = Reference