



**GREENSHAW  
LEARNING TRUST**



**Scott**

Scott Medical and Healthcare College



**STOKE  
DAMEREL**

Community College



**IT Technician –  
Stoke Damerel Community  
College**

**ALWAYS  
LEARNING**

## Introduction

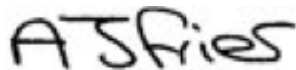
Thank you for your interest in the post of IT Technician, this is an exciting opportunity to join Stoke Damerel Community College as an integral member of the IT Team.

Stoke Damerel Community College is a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email [info@sdcc.net](mailto:info@sdcc.net) or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Anita Frier  
Headteacher  
Stoke Damerel Community College and Scott Medical and Healthcare College

## **Greenshaw Learning Trust – About Us**

Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,450 people and educates over 15,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- My Health discounts

## Job Description – IT Technician

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

**Reporting to:** Network Manager

**Contract:** Permanent

**Salary:** NJC Scale Points 12 - 17 (£22,571 - £24,920)  
*(Starting point and salary will be determined on appointment, subject to experience)*

**Place of work:** The successful candidate will undertake work across both Stoke Damerel Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other.

**Hours of Work:** This post is full time, all year round.

**Probation:** New employees are required to complete a six-month probationary period.

### Job Purpose:

To support the department in the day-to-day management of all issues relating to IT services. To provide high quality IT support for all members of the school's community helping to maintain appropriate expectations and standards. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.

### Main duties and responsibilities:

- Assist with ensuring the security, care and availability of the school's IT infrastructure, fittings and equipment through monitoring and planned maintenance.
- Assist in ensuring the smooth running of the school's network including servers, infrastructure, software and licensing.
- Maintain the Active Directory network.
- Work alongside the IT Manager to ensure best value in identified procurement projects.
- Ensure that network hardware/software throughout the school is secure, and compliant with the school Cyber Security and Data Protection policies.
- Ensure that all software used in the school is suitable and legal.
- Liaise with external suppliers, agencies, service providers and partners to secure appropriate support, seek advice and prepare any required response to facilitate the effective management of the network.
- To work off-site supporting partner Trust schools on a pre-arranged basis, as appropriate.
- To meet with and report regularly to the IT Manager and provide up to date information on the provision and upkeep of all IT equipment, including on-going projects and new needs as they arise.
- Assist with technical issues relating to the use of SIMS (management information system) and ensure appropriate security access, liaising with the schools Data Manager.

- Monitor and maintain effective onsite and offsite backups.
- Provide technical support for Third Party IT Systems.

### **General**

- Through the helpdesk, provide first line support for all problems relating to the use of the school's IT systems to ensure effective teaching, learning and administrative support.
- Support in the delivery and planning of one-to-one and group training opportunities for staff in relation to software and hardware.
- Assist in ensuring that software licences are obtained and that accurate records are kept and are renewed when required.
- To ensure that the computer suites and workstations are maintained and well organised, taking into account health and safety requirements.
- To maintain a stock of spares, and to arrange or carry out all necessary maintenance and repairs.
- To participate in school initiatives where every person is expected to contribute to learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

### **Other Job Requirements**

#### **Physical Effort**

Occasional lifting may be required to move equipment and resources but is not a significant factor.

#### **Safeguarding Children**

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

#### **Supervision**

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required. The post-holder should be able to work independently with minimal supervision using initiative to anticipate requirements and deal with situations as they arise.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

## Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<p><b>Training, Qualifications and School Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:</p>		
	<ul style="list-style-type: none"> <li>• At least five GCSEs or equivalent which must include at least a C grade in Maths and English.</li> <li>• Evidence of personal commitment to CPD.</li> <li>• Experience of IT operating systems.</li> <li>• Extensive experience in a relevant work area.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Level 3 recognised professional IT qualification or equivalent</li> <li>• Experience of working with IT within a school environment</li> <li>• Experience with Microsoft Operating Systems and applications</li> <li>• Knowledge of Google Workspace and its administration.</li> <li>• Knowledge of backup solutions, backup principles and Disaster Recovery solutions.</li> </ul>
<p><b>Personal and Professional Qualities and attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to :</p>		
	<ul style="list-style-type: none"> <li>• Ability to prioritise and work under pressure</li> <li>• Ability to communicate technical language to non-technical users</li> <li>• Ability to create and maintain records for maintenance and support requests</li> <li>• Demonstrate a good eye for detail, and be able to communicate clearly both written and orally</li> <li>• Have a willingness to extend skills through appropriate training</li> <li>• A willingness to become involved in all aspects of school life</li> <li>• Commitment to high standards and expectations</li> <li>• High levels of professional integrity, energy and enthusiasm</li> <li>• Able to work under own initiative</li> </ul>	

## Application Process

### Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies)

The recruitment process is managed via your online account, and you will receive regular notifications regarding the progress of your application.

The completed online application form should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **5:00pm, Tuesday 24<sup>th</sup> May 2022**

Candidates are advised to submit their applications as soon as possible as GLT reserve the right to close the advert at any time should we have received sufficient applications.

### Shortlisting

Shortlisted will be completed by **26<sup>th</sup> May 2022** and shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent is provided.

### Interview Process

Interviews will take place the w/c **30<sup>th</sup> May 2022**. Applicants may be asked to undertake a practical or observational task related to the knowledge and abilities in the Person Specification.

### 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 applicants will have the opportunity for professional feedback during the week following the interviews

### Taking up post

The successful candidate will take up post on or before **1<sup>st</sup> July 2022**.

***GLT is committed to safeguarding and promoting the welfare of children and young people therefore, this appointment will be subject to vetting, including an enhanced DBS check and a barred list check.***