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January 2015

Dear Applicant

Thank you for expressing an interest in the post of Senior ICT Technician at this school. This is a high achieving school that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement. We are seeking to appoint an enthusiastic person with excellent interpersonal skills and a can-do attitude.

The Marches School converted to an Academy in August 2011, and we opened our new Sixth Form in September 2013 so this is a very exciting time for us all, and a wonderful opportunity for the person appointed to join our school at a key phase in its development.

If you have any queries, please email Nicola Fox, Personnel Manager Fox.n@marchesschool.net or ring her on 01691 664417. Further information about the school can be found on the school website.

The closing date for applications is **10am on Thursday 22nd January**. There will be an opportunity for those interested in applying, to visit the school on Tuesday 20th January at 10.00am. Candidates invited for interview will be notified by Monday 26th January and it is anticipated that interviews will take place on Thursday 29th January. If you have not received a reply by this date it will mean that your application has not been successful.

I look forward to receiving your application.

Yours sincerely

S Longville
Headteacher
The Marches Academy Trust wishes to recruit a Senior ICT Technician. The successful candidate will oversee the smooth running of the Trust’s ICT systems. They will co-ordinate and prioritise the workload of our current team of 2 technicians and liaise closely with our Network management consultants. They will provide support in ensuring the safety, security and integrity of all ICT systems in use across the Trust, assist with research of technical products and developments plus provide extensive software and hardware support for the school systems including installing, trialling and evaluating new products.

This post will require the candidate to be able to work across the Trust’s schools which at present comprises of The Marches Academy, Oswestry and Sir John Talbot’s School Whitchurch. A full driving license will therefore be essential.

HOW TO APPLY

Further details and application forms are available on the school website, or you can request an application pack by phoning or emailing the school. (Please note we do not accept CVs). If you have any queries, please email Nicola Fox, Personnel Manager fox.n@marchesschool.net or ring her on 01691 664417. Closing date for applications is 10am on Thursday 22nd January 2015. Interviews will take place on Thursday 29th January 2015.

You can send your application via:

Email to: fox.n@marchesschool.net
Our confidential fax on: 01691 671709
Post to: Miss Nicola Fox, Personnel Manager, The Marches School, Morda Road, Oswestry, Shropshire SY11 2AR.

If you would like a copy of the application form in Word format for completion, you can find it on our website or please email Nicola Fox at fox.n@marchesschool.net.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.
Job Description

Place of work
There will be a requirement to work at all locations across the Trust and your main place of work will be agreed at interview. Expenses for excess mileage costs can be claimed on a monthly basis.

JOB PURPOSE
To support the Head of IT in the maintenance and security of the whole Trust network, to include research, diagnosis and repair of new and existing hardware and software technologies across the Trust for both teaching and administrative purposes. To manage the workload and priorities of the team of technicians ensuring the schools within the Trust have sufficient and appropriate technical support at all times.

KEY RELATIONSHIPS
The post holder will be responsible to the Head of IT, and required to work closely with Network Management consultants, Headteachers, Business Manager, pupils, staff and others.

MAIN DUTIES
- To provide support in ensuring the safety, security and integrity of all ICT systems in use across the Trust
- To assist with research of technical products and developments.
- To prioritise the workload of the team of ICT technicians
- To provide software and hardware support for the Trust’s systems, installing, trialling and evaluating new products.

Responsibilities to include:
Supporting the Head of IT in ensuring the safety, security and integrity of all ICT systems in use across the Trust, to include;
- All servers, switching, routing, cabling, printing and endpoint systems, both static and portable and their associated software. Carry out maintenance on the active and open directories and associated policies within their respective operating systems as required;
- Ensuring that the network is fully functioning at all times and backup routines, anti-virus protection and procedures are regularly adhered to;
- Liaise with contractors and outside agencies as and when required by the Head of IT;
- To ensure all software in use is correctly registered, recorded and installed on the network and standalone pc’s;
- To carry out safety checks and day to day routine maintenance;
- Maintain service desk SLA’s for both networks;
- Support the maintenance of inventories of ICT hardware and software;
- To provide training in various aspects of hardware and software operations;

To assist with research of technical products and developments:
- To research and make recommendation on technical developments to the Head of IT;
- To keep up to date with current and emerging technologies to provide solutions which enhance and support curriculum delivery;
- To use specialist knowledge and expertise to support special projects as required.

To ensure effective working relationships internally and externally:
- The post holder will be accountable to the Governing Body and responsible to the Head of IT;
- To manage and lead a team of ICT technicians in the absence of the Head of IT;
- Ensure health and safety procedures are adhered to.

Under the direction of the Head of IT to provide extensive software and hardware support for the Trust’s systems, installing, trialling and evaluating new products:
- To create standalone or networkable solutions for all software that is needed in the Trust and it’s networks;
- To test software installation and compatibility with various user groups;
- Liaise with software companies as needed to ensure successful installation;
- To provide software and application help and support as required;
- To carry out diagnosis and repair of software and hardware faults as required.

Other
- Ensure personal training needs are identified and appropriate courses are attended as needed;
- Assist in the audio visual requirements of the Trust;
- To provide support and guidance for the Trust’s leadership team where expertise is applicable;
- Develop graphical solutions to support special projects as required;
- Provide support for partner organisations as required;
- To undertake any other reasonable duty which might from time to time be requested by the line manager, the Head teacher or any person delegated by them.

Job descriptions have been written to help produce an effective school. They are written statements of exactly what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs, thereby providing a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job. Job descriptions also allow others in the school to perceive what the jobs are about. They are not meant to be “static” or “exclusive”. The nature of the teaching profession means that flexibility is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced DBS check before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: The Marches School is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.
In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Work &amp; related experience</strong></td>
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<td>Minimum of 5 years networking experience</td>
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<td>Experience working in an educational setting or other relevant environment</td>
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<td>Experience of man management.</td>
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<td>Full UK Driving Licence.</td>
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<td><strong>Training/qualification required</strong></td>
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<tr>
<td>Microsoft Certified Professional (MCP) or other equivalent professional qualification</td>
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<td><strong>Knowledge and understanding</strong></td>
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<td>Advanced knowledge of MS windows server 2008; windows 2012 R2 and active directory</td>
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<td>Knowledge and experience of apple OS X leopard and open directory</td>
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<td>Good understanding of pc hardware and terminology</td>
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<td>Knowledge and experience of SCCM, SharePoint 2010; SQL 2012; Exchange 2010; VM Ware; Hyper-V and App-V</td>
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<td><strong>Skills and abilities</strong></td>
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<td>Knowledge of network switching, routers, dsl, firewalls and associated principles.</td>
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<td>Knowledge and experience of server / desktop virtualisation.</td>
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<td>Ability and willingness to undertake necessary general repairs and maintenance</td>
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<td><strong>Personal qualities</strong></td>
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<td>Good interpersonal skills with staff, governors, members of the public, pupils, suppliers, contractors and parents</td>
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<td>Able to tackle difficult situations / individuals and resolve issues</td>
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<td>Ability to get on with people at all levels</td>
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<td>Able to work on own initiative, self motivated and flexible</td>
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<td>Reliable, honest and trustworthy</td>
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<td>Good negotiating skills</td>
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<td>Working knowledge of health and safety rules</td>
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<td>Willingness to be trained and keep up to date with changes in health and safety legislation</td>
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‘Achievement Through Caring’ is our core belief at The Marches School and it is central to all that we do. The school is a forward-thinking, innovative school, striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the 21st Century. We believe firmly in the need to keep moving forward so that our young people have the best possible experiences and life opportunities.

On 1st August 2011, The Marches School converted to an Academy. The Marches is one of the largest secondary schools in Shropshire with over 1200 students currently enrolled and is located about ½ mile from the centre of Oswestry.

In 2012 we achieved our best ever GCSE Results and were the only Secondary School in Shropshire to be mentioned in Ofsted’s Outstanding Providers List 2010/11. The school’s achievements are the result of a very supportive parent body, caring and forward thinking staff, energetic and thoughtful students and a pro-active governing body.

In 2010 we were reaccredited with the Investors in People Award, and we were given our certificate to mark that we have held this award for 10 years. As a school we believe that ‘Achievement Through Caring’ is essential, not only to our work with young people but also to our work with one another. We invest heavily in CPD and have a Training School on-site, providing many opportunities for staff and the local community to progress in their learning. One of the wonderful opportunities we have on offer to our staff is a free Masters course. We are also launching our undergraduate programme, which provides opportunities for staff without degree qualifications to study to gain this accreditation over time.

All curriculum areas are extremely successful in engaging students in learning and the staff within departments give an incredible amount of time to support learning beyond the school day. The curriculum was rated ‘Outstanding’ by Ofsted and we offer students a strong core entitlement in English, Mathematics and Science. These high standards are mirrored across all curriculum departments, with innovative approaches implemented in both Key Stage 3 and 4. Now in its third year, ‘Growing Minds’ is a skills based curriculum which aims to promote independent learning for Year 7 students at The Marches. This ground breaking programme involves Humanities, ICT, MFL, Literacy, PSHE and Citizenship. In 2013 we were awarded with the Investors in Careers Award for the second time.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. We believe in good discipline and deal firmly with problems. Essentially, however, we manage children through encouragement and motivation and run a very successful Rewards Programme. We are a friendly school in which necessary boundaries are observed, but an open and approachable atmosphere prevails. The progress and success of every one of our students is important, this is a school where every child matters.

In September 2012, a new house system was launched and this, along with vertical tutoring, has proved an excellent tool for encouraging students across all year groups to mix and work more closely together. In September 2013, we were delighted to welcome our first cohort of students into the new Sixth Form. Our students develop strong working relationships with teachers during their time at The Marches and the Sixth Form is about meeting their needs, through the provision of academic, post-16 education, in an environment where they have already achieved.

The school is very lucky to have a dedicated team of staff, students and parents who share the common vision. We are on an exciting journey and we hope that you read the information and, if possible, take the time to come and see, first-hand, the wealth of opportunities available to students. We are a supportive group of staff that are eager to learn from others and we would value you making an application to our school.
The Marches School fully recognises its responsibility to safeguard and promote the welfare of students and young people and is committed to ensuring that its students have opportunity to thrive within a safe learning and working environment. The school expects all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with student;
2. Raising awareness of child protection issues and equipping student with the skills needed to keep them safe;
3. Implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
4. Supporting students who have been abused in accordance with his/her agreed child protection plan;
5. Establishing a safe environment in which student can learn and develop.

Staff at The Marches School are aware of how they share in the school’s responsibility to safeguard and promote the welfare of student and young people. The school’s adopted ‘Professional Code of Conduct’ establishes expectations in relation to conduct towards students and all staff are issued with strict guidelines on what are considered to be safer working practices which must be observed at all times.

Were any member of staff to have a concern that the school’s code of conduct or expected safer working practices were not being followed and a student or students were as a result at risk, then they would be expected, and supported, to raise the concern under the school’s adopted “whistleblowing policy and procedure”.

The school also operates within other policies relating to safeguarding, child protection and the welfare of students. The following policies are available to view on our website at www.marchesschool.co.uk:

- Safeguarding Policy
- Safeguarding Policy – Child Protection Booklet
- Whistleblowing Policy
- Safer Visiting Policy
- Trespassers Policy

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process the school operates within a Safer Recruitment Policy. Members of the school staff and governing body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.