Senior ICT Technician
Application Pack
July 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 therefore seeking to appoint an innovative and motivational teacher with excellent subject knowledge and the desire and commitment to raise achievement of students at all levels.

The closing date for applications is **10.00am Monday 27th July**. Candidates invited for interview will be notified by **Tuesday 28th July** and interviews will be held on **Friday 31st July**. 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
Executive Headteacher

---

**CONTENTS**
- Letter to Applicants
- Marches Academy Trust
- Our Values
- Information about the School
- Vacancy Details
- Job Description
- Person Specification
- Commitment to Safeguarding
The Marches Academy Trust is a multi-academy sponsor based in Shropshire, which was developed from the highly successful Marches School, a National Leader of Education Support School with Executive Headteacher, Sarah Longville, a National Leader of Education.

We believe we have the capacity and experience to inspire and motivate students and staff and are committed to developing a family of academy schools with a shared set of visions and values. We believe successful, creative, lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage. As a single organisation, we believe firmly in collaboration and seek to bring schools together, respecting and learning from one another. We believe each school has their own strengths and we are committed to further developing their own individual identity, whilst sharing our core vision and values.

**What is an Academy?**

In the education system of England, an Academy is a school that is directly funded by central government (specifically, the Department for Education) and independent of direct control by local government. An Academy may receive additional support from personal or corporate sponsors, either financially or in kind, must meet the National Curriculum core subject requirements and are fully subject to inspection by Ofsted. Academies are self-governing and most are constituted as registered charities or operated by other educational charities.

To ensure that students benefited from the significant advantages this would bring, The Marches School converted to an Academy on 1st August 2011. Converting to an Academy has enabled us to:

- Re-state our aims and redefine our vision for learning in the second decade of the 21st Century.
- Build on our current strengths as an ‘outstanding’, high performing comprehensive school and preserve the legacy of our specialisms in Technology, Leading Edge and Training School status.
- Focus on meeting the needs of all learners in Oswestry and the surrounding area.
- Seize the new educational agenda; work collaboratively with others, including the Local Authority, share information and take the opportunities to creatively use resources and make decisions that benefit the young people within the schools learning community.

Our family of school’s currently includes:
- **The Marches School in Oswestry (Secondary 11-18)**
- **Sir John Talbot’s School in Whitchurch (Secondary 11-18)**

To find out more about The Marches Academy Trust please visit our website: [www.marchesacademytrust.co.uk](http://www.marchesacademytrust.co.uk)
Holistic education
Our ethos ‘Achievement through caring’ embodies the holistic approach we take to supporting students. We work in partnership to provide a caring, safe learning environment, in which students can thrive. We are fully inclusive and believe that local children should attend local schools. The curriculum taught within our schools is broad, well balanced and flexible enough to meet the needs of each individual, encouraging and supporting our students to reach towards their full potential.

High standards
We set high standards for ALL students and with the right education, we firmly believe all young people succeed. Our staff are dedicated and committed. We promote high quality professional development opportunities for all staff, enhancing links with other schools, colleges and universities. Making a positive contribution to not only the school, but the wider community, is integral to upholding these high standards. Poor behaviour is not tolerated in any of our schools.

Mutual respect
Ensuring that everyone in the school community feels safe, happy and cared for.

Choices
We believe strongly in providing young people with the skills and ability to make informed choices and to make the most of all opportunities available. We want our students to feel safe to take risks with confidence and courage.

Personal best
We all strive to achieve our personal best in our work. We believe in ‘Praise and Raise’ and promote a fully inclusive Rewards Programme across all schools designed to recognise those students who exceed their targets and go that little bit further to achieve their goals.

Innovative learning
Providing a high standard of education, which personalises the learning experience for each of our students, is at the heart of the trust’s ethos. We aim to produce successful, resilient learners for the future, equipped with the skills that will enable them to prosper and achieve in the 21st Century. We believe that by making learning challenging, inspirational and engaging, it becomes collaborative, active and creative.
‘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 2013 we were reaccredited with the Investors in People Award, and in 2014 we were accredited with the Customer Service Excellence Award. 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.
Senior ICT Technician  
Grade 7, Scale 22-25 (£20,253 - £22,212 per annum)  
37 hours per week, full time working all year round, fixed term for 12 months (permanent for the right candidate).  
To start September 2015  

The Marches School is a successful, forward-thinking 11-18 Academy, with 1,240 students currently on roll. Located in the attractive border town of Oswestry, the school enjoys a semi-rural location, within walking distance of the town centre. In 2013, The Marches opened its doors to the school's first ever Sixth Formers and now delivers a broad range of A-Levels and boasts modern, spacious Sixth Form Facilities.

The Marches is a thriving school, dedicated to ensuring students feel fully supported in all that they do. Learning radiates well beyond the classroom, with a vast array of extra-curricular activities, trips and educational visits taking place each term. Facilities at the school are exceptional, providing students with access to state of the art ICT equipment, extensive sports facilities and fully equipped classrooms.

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 coordinate 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 School, Oswestry and Sir John Talbot's School, Whitchurch. A full driving licence will therefore be essential.

Closing date is 10.00am Monday 27th July  
Interviews will be on Friday 31st July  

Please note we do not accept CVs.

You can send your application via:

Email to: personnelmail@marchesschool.net
Our fax on: 01691 671515
Post to: Personnel Department, The Marches School, Morda Road, Oswestry, Shropshire SY11 2AR.

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.

* Please note that you may be required to work across other school’s in the Academy Trust if required.
To provide support in ensuring the safety, security and integrity of all ICT systems in use across the Academy.

To assist with daily management of outside suppliers and technical partners.

To maintain network switches, patching and cabling across the Academy.

To work with our Network Management provider to ensure strategic IT planning takes place.

To provide extensive software and hardware support for the school systems, installing, trialing and evaluating new products.

To liaise with our Network Management provider to ensure strategic IT planning takes place.

To provide training and guidance for staff, parents, governors and students.

Manage Internet access filtering, email filtering and related monitoring systems, according to Academy guidelines provided.

Responsible for maintaining knowledge of the Academy’s Information Management System (SIMS Capita).

Co-ordinate the timely maintenance of network users and mailing accounts – ensuring prompt amendment when notified.

Updating of active Directory users, MS Exchange Mailboxes and Distribution Groups.

Manage Internet access filtering, email filtering and related monitoring systems, according to Academy guidelines provided.

Responsible for maintaining a legal inventory and asset register of all equipment held by the Academy including details of any asset disposal via Network Management provider.

Produce and analyse reports for management purposes as requested.

Represent the academy positively at external events, ensuring the academy needs are at the forefront of all decisions.

Provide training and guidance for staff, parents, governors and students.

Keeping Academy ICT Documentation up to date and to current standards.

To undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the school.

…continued overleaf
Management/Supervision
- To manage and lead a team of ICT Technicians.

Creativity and Innovation
- This post requires creativity and support; identifying and finding remedies to faults; and advising in relation to software.
- The post holder will input into policies and procedures as well as work within them.

Decisions
Discretion
- Work will be carried out within policies and processes.
- The network has been designed and planned and although requires management, has a logical development plan.

Consequences
- Any impact would be easily identified and quickly remedied.

Resources
- The post holder will be required to work with computer, audio visual and communication equipment and may be required to work within confined spaces for short intervals.
- The network at the Academy has undergone a complete redevelopment which will require maintenance and future development.
- Major network changes that may impact the Academy or the functioning of the network should be approved by the change management team and documented.

Work Environment

Work Demands
- Subject to interruptions and changing priorities. Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times conflicting demands from staff, variations in the pressure of work and inevitable interruptions throughout the day.

Physical Demands
- There may be prolonged periods of working on a computer.

Working Conditions
- Work will be carried out in a variety of office and classroom locations within the Academy.
- Ensure health and safety procedures are adhered to.

Other
- Contact with students and staff on non-contentious issues.
- The post holder will be expected to be flexible in undertaking duties and responsibilities attached to the post. There will be occasions where, through negotiation, the working day will need to be extended or evening meetings will need to be attended.
- 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.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. 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.

“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.

## Person Specification

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work &amp; related experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum 2 years’ experience in a similar role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience working in an educational setting or other relevant environment</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Experience of management</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Training/qualification required</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Certified Professional (MCP) or other equivalent professional qualification</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Knowledge and understanding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced knowledge of MS Windows server 2003 windows XP and active directory</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Knowledge and experience of Apple OS X Leopard and open directory</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Good understanding of PC hardware and terminology</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Skills and abilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of network switching, routers, dsl, firewalls and associated principles.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Knowledge and experience of server / desktop virtualisation.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ability and willingness to undertake necessary general repairs and maintenance</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Personal qualities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good interpersonal skills with staff, governors, members of the public, pupils, suppliers, contractors and parents</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Able to tackle difficult situations / individuals and resolve issues</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ability to get on with people at all levels</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Able to work on own initiative, self-motivated and flexible</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Reliable, honest and trustworthy</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Good negotiating skills</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Working knowledge of health and safety rules</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Willingness to be trained and keep up to date with changes in health and safety legislation</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
The Marches School fully recognises its responsibility to safeguard and promote the welfare of student 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 upon request:

- Safeguarding Policy
- Whistleblowing Policy
- Safer Visiting 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.