

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT PACK For ICT Technician



Message from Dr Robin Bevan, Headteacher

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"



Information about the school

Southend High School for Boys (SHSB) is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge. SHSB has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015). At SHSB talent is nurtured, learning is valued, challenge is welcomed, participation is expected and achievement is prized. SHSB is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach.

The school priorities professional learning and research. We are regarded as national leaders on employee well-being. Staff retention and attendance rates are exceptional. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research. A significant number of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school nationally to be accredited for the Challenge Award on three successive occasions. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our ablest athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years. Likewise, our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions. Members of staff are encouraged to use the sports facilities and as such a number use the gym.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of computer suites as well as all classrooms having interactive whiteboards and/or projectors. A dedicated Maths building was completed in 2011 and 2018 saw the completion of our new Hitchcock building which contains a state-of-the-art library, additional teaching space and pastoral offices. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 67 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 8.30am -3.30pm.



24th June 2019

Dear Applicant

Post: Full time ICT technician

Thank you very much for viewing this recruitment pack. The school and governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to telephone Ms Amanda Lane, HR Manager, on 01702 606208 (or email amanda.lane@shsb.org.uk)

Applications will only be accepted on an application form (lone CV's are not accepted and will not be considered). CV's may be submitted **in addition** to the application form in order to supply additional information. Southend High School for Boys application form is located on our website www.shsb.org.uk

Please return all completed applications by midday on **Friday 5th July 2019** to amanda.lane@shsb.org.uk. The interview date will be emailed to those shortlisted. We do reserve the right to interview and appoint candidates prior to the closing date.

Any response will be by email; therefore, please include your contact email address together with an email address for referees where possible. To save on administration costs we do not ordinarily confirm receipt of applications.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

Robin M Bevan
Headteacher



SOUTHEND HIGH SCHOOL FOR BOYS

ICT TECHNICIAN JOB DESCRIPTION

Southend High School for Boys 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 a criminal record check via the Disclosure and Barring Service (DBS)

Job Title	ICT Technician
Grade	Band 3 to midpoint (current LGPS scale)
Pay Scale	£18,065 to £21,166 gross p.a. – Full Time
Reports to	ICT Manager
Liaison with	Staff and pupils in the school and other technicians
Job Purpose	To provide ICT support to all staff and pupils
Duties	<ul style="list-style-type: none"> • Support the use of ICT in the classroom across the organisation • Installation, upgrading and maintenance of all hardware and software • Maintenance of other related equipment and resources • Administration of network systems, including e-mail/Internet etc. • Keeping comprehensive records of all equipment and resources, ordering new as required • Ensuring adequate stocks of peripheral IT equipment • Keeping up to date with new technology and advising others as appropriate • Undertaking/Monitoring of backup systems • Giving advice, guidance and demonstrations to other users (both pupils, staff and parents/guardians) when required. • Resolving technical problems encountered by users • Advising users of appropriate usage, ICT packages and systems. • Providing support to teachers and other staff by installing and operating required ICT packages/systems • To share the designing and development of ICT systems to support the work of the school i.e. developing ICT based data recording systems, designing web pages • To contribute to policy development e.g. use of Internet policy, data protection policies, ICT strategic plan. • Take photographs and videos as required. • To utilise Helpdesk & Systems Monitoring solutions. • Update content on the Digital Signage screens around the school. • To assist with the creation and management of Staff & Student Accounts • To prioritise work based on the needs of the ICT Department and the School.
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

	<ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



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ICT TECHNICIAN PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Successful experience working in specialist area in learning environment • Experience in working within RM network environment (desirable not essential) • Capita SIMS experience preferable • NVQ Level 3 or equivalent in specialist area
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Knowledge of school procedures • Working knowledge of relevant ICT systems
	Literacy	<ul style="list-style-type: none"> • Ability to read and write complex and technical reports
	Numeracy	<ul style="list-style-type: none"> • Good numeracy skills
	Technology	<ul style="list-style-type: none"> • Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	<ul style="list-style-type: none"> • Ability to write detailed reports, letters etc.
	Verbal	<ul style="list-style-type: none"> • Ability to use clear language to communicate complex information unambiguously • Ability to listen effectively
	Languages	<ul style="list-style-type: none"> • Overcome communication barriers with children and adults • Knowledge of specialist terminology etc.
	Negotiating	<ul style="list-style-type: none"> • Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	<ul style="list-style-type: none"> • Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	<ul style="list-style-type: none"> • Detailed understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	<ul style="list-style-type: none"> • Detailed understanding of the school curriculum in support of the role and advise and support others relevant to specific area
	Child Development	<ul style="list-style-type: none"> • Detailed understanding of how the role contributes to child development and be pro-active in putting forward ideas for improvements
	Health & Well being	<ul style="list-style-type: none"> • Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	<ul style="list-style-type: none"> Ability to make a proactive contribution to the work of the team supporting children
	Relationships	<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	<ul style="list-style-type: none"> Ability to work effectively with a range of adults Ability to make an distinctive contribution to the work of the work a team
	Information	<ul style="list-style-type: none"> Ability to provide timely and accurate information
Responsibilities	Organisational skills	<ul style="list-style-type: none"> Excellent organisational skills Ability to remain calm under pressure
	Line Management	<ul style="list-style-type: none"> N/A
	Time Management	<ul style="list-style-type: none"> Ability to plan and manage own time effectively Flexible to the needs to the school
	Creativity	<ul style="list-style-type: none"> Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently
General	Equalities	<ul style="list-style-type: none"> Awareness of and promotion of equality
	Health & Safety	<ul style="list-style-type: none"> Excellent understanding of Health & Safety legislation and procedures relating to specialist area Ability to advice others
	Child Protection	<ul style="list-style-type: none"> Understand and support child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> Understand procedures and legislation relating to confidentiality
	CPD	<ul style="list-style-type: none"> Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance. Cross training within the department that will benefit the ICT team. The sharing of each other's roles that will benefit the long-term future of the ICT department and each member of the Team. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

In addition to a 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:

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

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



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OUR LOCATION

Southend High School for Boys is situated in the heart of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England, 40 miles east of central London.

Southend is home to the longest leisure pier in the world (at 1.34 miles) and it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed.

