



ICT Technician (Essex) Application Pack

1. Mark Hall Academy, Harlow, Essex, CM17 9LR
2. The Hathaway Academy, Grays, Essex, RM17 5LL
3. Kingsmoor Academy, Harlow, Essex, CM18 7PS

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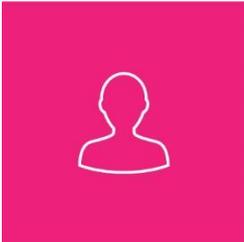
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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. Academy Information

(click to view each website)



Mark Hall
Academy

*H*athaway
Academy



03. Job Description



ICT Technician

ICT Technicians are an important part of the Academy Transformation Trust ICT team. Their role is to assist the Network Manager with the expansion and maintenance of the academy ICT systems in the use of teaching and learning and administration. They will assist with the day to day support and usage of the ICT infrastructure in academies.

It is essential that ATT is at the forefront of efficient and effective systems which contribute to each academies vision of raising achievement through Information and Communications Technology. The post-holder will work in collaboration with the ICT team to support 3 academies across Essex.

Responsible to: Network Manager

Specific responsibilities:

- To assist in maintaining the network, systems and computers
 - Provide support for the network infrastructure
 - Monitor computer systems, including anti-virus and e-safety
 - Install software, perform tests on computer equipment and software
 - Repairs and ordering parts
 - To assist in producing and updating department documentation including the asset database
 - Ensuring the smooth running of the network and the department in the absence of the Network Manager
 - Ensure that printers are in a working order, stocked with paper and toner.
- To provide support for all users
 - To assist in administering user accounts
 - To provide support for software and hardware across our cluster of academies in the Trust, using remote software and academy site visits
 - Diagnose computer problems
 - Support staff and pupils to use computers, software and create 'help' guides.
- Develop and maintain the academy website and social media presence
 - Have knowledge of image, video compression or conversion
 - Have awareness of the copyright law.
- To setup and support the use of the audio-visual systems
 - assist in the setup and maintenance of the audio-visual equipment for assemblies, exams and events (occasionally working out-of-hours may be required)
 - support the interactive screens, whiteboard, projector and audio systems within the classrooms.
- Other Duties
 - Sharing of good practice with ICT colleagues across the Trust
 - Carry out general clerical duties, for example, compiling reports and documents as needed.
 - An awareness of policies, procedures and e-safety in relation to the position held
 - Ensure that the Data Protection Act/GDPR is complied with.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

04. Person Specification

ICT Technician

| | Essential | Desirable |
|--------------|---|---|
| Education | <ul style="list-style-type: none"> • Good basic level of education including good level of Literacy and Numeracy | <ul style="list-style-type: none"> • Recognised ICT Qualification |
| Experience | <ul style="list-style-type: none"> • Practical experience in a ICT support function, • Practical experience in supporting network operating systems, equipment, cabling and infrastructure products and in providing technical advice and guidance to users of networked computers and peripherals. • An understanding of LAN, WAN and Internet topologies, protocols and technical background in desktop computers and peripherals. • Broad understanding of hardware and software, operating systems and basic computer programming | <ul style="list-style-type: none"> • Experience within a multi-discipline environment • Understanding of school/academy environment and constraints would be beneficial |
| Competencies | <ul style="list-style-type: none"> • Manages time effectively and can manage priorities and workload across multiple sites • ICT literate with excellent keyboard skills • Ability to work under pressure and to be diplomatic yet firm when occasion demands • Diagnostic and problem-solving skills • Ability to work within set time constraints and meet deadlines • Good organisational and liaison skills. Have sensitivity to the different levels of expertise within academy. • Familiarity with mobile devices and audio-visual equipment, internet applications and security may also be required <p><i>Working with People:</i></p> <ul style="list-style-type: none"> • Listens well, communicates clearly and fluently • Maintains confidentiality and discretion • Adapts to the team and helps to build team spirit • Relates well to people at all levels <p><i>Coping with pressure and setbacks:</i></p> <ul style="list-style-type: none"> • Works productively in a high-pressure environment • Maintains a positive outlook at work <p><i>Organising and Executing:</i></p> <ul style="list-style-type: none"> • Adapts to changing circumstances | |

04. Person Specification

| | | |
|--------|--|--|
| | <ul style="list-style-type: none"> • Rapidly learns new tasks and quickly commits information to memory • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Works in a systematic, methodical and orderly way • Follows procedures and policies • Delivers positive business outcomes • Accepts and tackles goals with enthusiasm • Uses technology to achieve work objectives | |
| Values | <ul style="list-style-type: none"> • Personal vision is aligned with ATT's high aspirations and expectations of self and others • Genuine passion and a belief in the potential of every student • Motivation to continually improve standards and achieve excellence above norms • A willingness to undertake further training and professional development | |
| Other | <ul style="list-style-type: none"> • Demonstrates integrity • Promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils • This post is subject to an enhanced Disclosure and Barred Service check | |



05. How to apply

ICT Technician

Essex

Status:

Full Time: 37 Hours per week

All-year-round

Salary:

£18,674.00 - £23,978.00 per annum

(includes Outer London Fringe Allowance)

NJC Pay Scale Points 3 – 16

Closing date:

Wednesday 17th July 2019, 09:00am

Start Date:

September 2019

Applying

Please apply by visiting

<http://www.academytransformationtrust.co.uk/vacancies>

*Transforming **education:**
Transforming **performance:**
Transforming **lives***

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@AcademyTrust