



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership is a newly formed trust created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities

All of our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development training which ranges from the full suite of NPQs to some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and reflexology.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



The Opportunity



Central IT Technician

Full time (37 hours per week), permanent, all year round

NJC Point 7 – 12 (£24,294 - £26,421)

As part of our Multi Academy Trust expansion we are looking to expand our Central Trust IT team at Blackdown Education Partnership.

We are seeking to appoint a friendly, outgoing, and capable IT Technician at this exciting time, to be based at a newly built school in the Orchard Grove development. The IT Technician will provide remote and onsite IT Support for the Centralised IT Systems across the 12 schools within BEP, as well as IT Support to the Central Team, currently based across 2 offices. They will work with a range of stakeholders, including teachers, students and suppliers, to provide support with IT usage, development and implementations, all with the aim to facilitate exceptional teaching and learning opportunities for all.

What you can expect from us:

- A positive and professional environment with a cohesive team all pursuing the same goals.
- Reasonable flexible working arrangements are available where appropriate.
- A comprehensive induction process, tailored to your role and previous experience.
- Opportunities for bespoke personal development
- Wide variety of technologies across multiple school sites and teams
- Potential for significant development of role and responsibilities, and skill acquisition
- Strong leadership, a culture of high expectation and clarity of strategic school development

CVs are not accepted, please complete the application form in full.

All applications should be made by completing the online application form via E-teach available at www.bep.ac/vacancies and include evidence of how you meet the person specification for the role. For full details of the role, please see the job description and person specification.

Closing date: 9.00am Wednesday 3rd July 2024

Proposed Interview Date: Thursday 11th July 2024

Job Description



Job Title: Central IT Technician
Location: Central Team (Orchard Grove Primary School)
Responsible to: IT Manager
Salary Grade: NJC 7-12 (£24,294 - £26,421)
Working Time: Full Time (37 hours per week), all year round.

Main Duties and Responsibilities:

- Provide first and second line support for the Trust's Centralised IT Systems, in a friendly and personable manner – both remotely and on-site. This will include systems such as Microsoft 365, 3CX, monitoring and filtering systems, and printing services.
- Provide first and second line support for the Central Trust Team – both remotely and on-site.
- Assist with the installation and testing of new hardware and software.
- Maintain appropriate backup systems and ensure they are tested where possible.
- Monitor the central team and schools' IT helpdesks for issues that can be resolved centrally, in a timely manner, with the aim of always providing a positive experience to colleagues, students and stakeholders.
- Monitor and react to automated alerts from our systems, including cyber security and networking.
- Must be responsive to communications from stakeholders across the Trust.
- Maintain IT asset registers for the central team.
- Process requisitions for IT hardware and software.
- Uphold the professional and positive attitude incumbent within the BEP Central Team and promote this within all communications.
- Develop and encourage a healthy and proactive cyber security culture.

Health and Safety

- Liaise with premises staff and specialist contractors to ensure the safety of any IT works particularly the safe management of asbestos, working at height and electrical risks.
- Ensure that equipment is installed in line with relevant health and safety guidance and policies.

Conduct & Professional Development

- Understand the role of safeguarding within the context of IT in schools and the wider context across the trust.

Safeguarding

- Keep up to date with developments with safeguarding and IT and work with line manager to ensure the trust solutions are effective.
- Follow Trust safeguarding procedures and report any concerns to the Designated Safeguarding Lead of the relevant school.

Data Protection

- Support Subject Access Requests and Freedom of Information requests for digitally held personal data to minimise the risk of a data breach occurring and to report any breaches that come to your attention.
- Ensure that data protection impact assessments are undertaken for IT systems, liaising with the Data Protection Officer where necessary to ensure appropriate controls to protect personal data are in place.
- Highlight any potential risks and propose solutions to line management.

Special Factors

- This role will involve occasional traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy.
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

BEP is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The Trust 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 subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Person Specification



Education/Qualifications	Essential	Desirable	Assessed via
Numeracy, literacy, and IT skills equivalent to Level 2 or above.	√		Application
Awareness of current IT solutions and technologies	√		Application
A relevant IT qualification		√	Application
Experience	Essential	Desirable	Assessed via
Experience in using (& ideally, supporting) PC-based software, e.g. Microsoft365.	√		Application
Experience of troubleshooting and resolving IT problems (professionally or personally)	√		Application/Interview
Experience in using Education specific software		√	Application
Experience with networking infrastructure		√	Application/Interview
Skills and Knowledge	Essential	Desirable	Assessed via
Appreciation of necessity for confidentiality and integrity and an understanding of GDPR and data protection	√		Application/ Interview
Understanding of relevant policies/code of practice and awareness of relevant legislation		√	Interview
Ability to relate well to young people and adults.	√		Interview
Excellent communication skills, both written and oral.	√		Application/Interview
Effective time management.	√		Application/Reference
Effective and efficient organisation and administrative skills.	√		Application/Interview
Committed to continual personal and professional development.	√		Application/Interview
Personal Qualities	Essential	Desirable	Assessed via
A commitment to maximising the academic, personal, social, and emotional development of all students.	√		Interview
Positive role model, demonstrating self-motivation and excellent interpersonal skills	√		Interview
Work constructively as part of a team.	√		Interview/Reference
Strong passion for IT and willing to obtain additional training/qualifications as necessary	√		Application/Interview
Willing to work within organisational procedures, processes and to meet required standards for the role.	√		Interview
Be resilient and demonstrate ability to work well under pressure.	√		Interview
Able to adopt a flexible working practice.	√		Interview
Excellent record of attendance and punctuality.	√		Interview/Reference



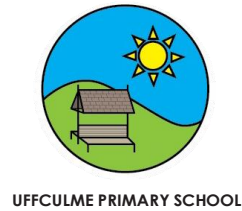
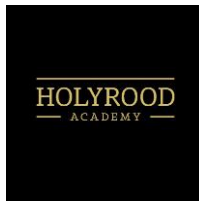
We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

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Our Schools





LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



