



# Risedale Sports & Community College

Learning and Achieving Together



## YOUR CANDIDATE RECRUITMENT PACK



## Risedale Sports & Community College

Headteacher: Colin D Scott BEd NPQH  
11-16 Comprehensive School

Call **01748 833501**

or email

**[enquiries@risedale.org.uk](mailto:enquiries@risedale.org.uk)**  
to find out more

Hipswell - Catterick Garrison  
North Yorkshire - DL9 4BD

**[www.risedale.org.uk](http://www.risedale.org.uk)**  
**@RisedaleCollege**



Join the 'Risedale Family'  
We are a 'GOOD' school

**Ofsted**  
Good  
Provider



# Risedale Sports & Community College

Learning and Achieving Together

Headteacher: Colin D Scott BEd NPQH

Hipswell, Catterick Garrison, North Yorkshire, DL9 4BD. Phone: 01748 833501 Fax: 01748 836149

## - Recruitment Pack -

### Digital Technician

37 hours per week, term time only plus training days plus 4 weeks

Pay Grade E – Spinal Column Points 6-8 - £19,698.00 to £20,493.00 full time  
equivalent (p.a.) / £18,436.18 to £19,180.25 Pro Rata Salary

To start as soon as possible

Permanent

July 2021

Dear Candidate

Thank you for your interest in the post of Digital Technician at Risedale Sports & Community College. I hope you find the information you require within this Recruitment Pack.

Risedale is a small but growing school with a fantastic team of staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, nurtured, challenged and ultimately leaves ready for an exciting and positive future. We are at an exciting point in our journey. Outcomes are rising, attendance is above the national recommendation and we are absolutely committed to no young person being left behind; the school is passionate about ensuring that the curriculum is bespoke for each child and that teachers provide a family through our tutor group system.

We are looking for a Digital Technician to support the school's digital vision and assist the IT/Digital team in delivering a quality service. For further information, please contact the school by emailing [enquiries@risedale.org.uk](mailto:enquiries@risedale.org.uk).

If you decide to apply, please do so using the Risedale Job Application Form utilising the 'Supporting evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.



Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Colin Scott, Headteacher, Risedale Sports & Community College, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 11:59pm Sunday 29<sup>th</sup> August 2021. Please mark your envelope 'Digital Technician' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for interview.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Colin Scott', with a stylized flourish at the end.

Colin D Scott  
Headteacher

## - Job Information -

### Digital Technician

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Are you passionate about technology and love to solve problems? Are you looking for a role in ICT support? Then Risedale Sports and Community College could have the perfect opportunity for you.

We are looking for a Digital Technician to support the school's digital vision and assist the ICT team in delivering a quality service in an evolving environment. Responsibilities include looking after the school network, install, order and maintain software and hardware and provide technical support to teachers and pupils. You will have excellent customer service skills as well as excellent diagnostic and problem solving skills.

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Colin Scott, Headteacher, Risedale Sports & Community College, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals or CVs from supply or employment agencies for this post.

Closing date: 11:59pm Sunday 29<sup>th</sup> August 2021

Interview date to be confirmed.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



## Job Description

**Job Title:** Digital Technician  
**Grade:** Grade E  
**Responsible to:** Network Manager



<b>POST:</b>	Digital Technician
<b>GRADE:</b>	Pay Grade E 6-8
<b>CONTRACT TERM</b>	37 hours per week, term time only plus training days, plus 4 weeks Permanent
<b>RESPONSIBLE TO:</b>	Digital Officer
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	<p>To contribute to the delivery of an effective ICT on-site support service throughout the school to respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines.</p> <p>Responsible for maintenance of ICT software, hardware and related equipment and for the resolution of identified technical problems, as well as providing support to staff and pupils to ensure administration and learning outcomes are maximised</p>
<b>JOB CONTEXT:</b>	<p>Expected to work on-site across the school to solve problems to ensure the continuity of reliable ICT equipment and services. Due to the nature of the job, the post holder may be required to lift ICT equipment and work in restricted work areas.</p> <p>Enhanced DBS Clearance required</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>Contribute to the effective performance and service provision of ICT services within the school to minimise disruption</li> <li>Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements</li> <li>To diagnose and resolve network, software and hardware faults (including peripherals), and perform maintenance repairs and upgrades</li> <li>Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting</li> </ul>



	<p>complies with planned outcomes and obligations, reporting any concerns as required</p> <ul style="list-style-type: none"><li>• Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting</li><li>• Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria</li><li>• Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption</li><li>• To contribute to the work of the team under supervision, in the delivery of projects and support as required including ICT security and efficient use of resource</li><li>• To maintain an awareness of ICT developments</li><li>• Support teaching staff and pupils in technical aspects of ICT, including the Music departments in relation to the recording and sound equipment, green screen and any new technologies</li><li>• Assist in the maintenance of the ICT network</li><li>• Maintain computer files by backing up, archiving and deleting information as appropriate</li><li>• Restore work that has been deleted from back up</li></ul>
Communications	<ul style="list-style-type: none"><li>• Communicate effectively with all staff, contractors and children, young people, families and carers</li><li>• Liaise with all areas of the school and outside organisations</li><li>• Interact with children in ways that support the development of their ability to think and learn.</li><li>• Communicate with staff and pupils as part of ICT technical support to solve issues and provide ICT related information and assistance</li><li>• Provides basic ICT training</li></ul>
Resource management	<ul style="list-style-type: none"><li>• Responsible for installing, testing and maintenance of computer hardware and software</li><li>• Order and maintain stock of ICT supplies</li></ul>
Safeguarding	<ul style="list-style-type: none"><li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li></ul>
Systems and Information	<ul style="list-style-type: none"><li>• Share information appropriately</li><li>• Attend staff meetings and training days</li><li>• Maintain a comprehensive database of all support requests and allocate jobs as appropriate</li><li>• Assist in maintaining a database of all ICT equipment</li><li>• Set up and maintain user e-mail accounts</li></ul>



	<ul style="list-style-type: none"><li>• Keep up to date with ICT developments</li></ul>
Data Protection	<ul style="list-style-type: none"><li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li></ul>
Health and Safety	<ul style="list-style-type: none"><li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li><li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li></ul>
Equalities	<ul style="list-style-type: none"><li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li><li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li></ul>
Flexibility	<ul style="list-style-type: none"><li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li></ul>
Date of Issue:	July 2021



## Person Specification

**Job Title:** Digital Technician

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Good literacy and numeracy skills</li><li>• Up to date technical knowledge of ICT, equipment, hardware and software applications</li><li>• Knowledge of Microsoft Office Applications and other software packages</li></ul>	<ul style="list-style-type: none"><li>• Awareness of Educational issues</li><li>• Up to date knowledge of developments within ICT</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience of using a range of ICT systems and solving a range of ICT related problems</li></ul>	<ul style="list-style-type: none"><li>• Appropriate experience of working in a school department relevant to subject area</li></ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"><li>• Good time management skills and ability to work under pressure and meet deadlines</li><li>• Ability to work successfully in a team</li><li>• Self-motivated to complete required duties.</li><li>• Confidentiality</li><li>• Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.</li><li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop the required level of ICT skills in a reasonable time frame</li><li>• Ability to exercise initiative</li><li>• Problem solving skills</li></ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• NVQ Level 3 or equivalent in a ICT related subject</li><li>• Level 2 Numeracy and Literacy</li><li>• Willingness to undertake any relevant training</li></ul>	





ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT (if not attained, development may be provided for successful candidate)
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"><li>• Enhanced DBS clearance</li><li>• To be committed to the school's policy and ethos.</li><li>• To be committed to Continual Professional Development</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Ability to work outside of school hours</li><li>• Able to exercise discretion &amp; judgement</li><li>• Flexibility</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li></ul>	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

## Our Mission Statement

The Risedale family is committed to a positive future for all through a personalised learning journey.

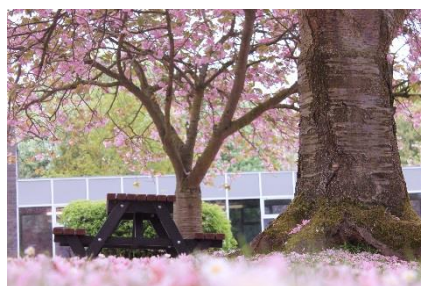
## Aims

1. Celebrate success, learn from mistakes
2. Build resilience, accept challenge and strive for excellence
3. Shape curriculum to discover, explore and build aspiration



## Catterick Garrison

Risedale Sports & Community College is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities prompted by the planned expansion to the Garrison over the forthcoming years. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, cinema, a leisure centre and library. Risedale is just a 5 minute drive from the A1(M) providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M). For more information about living and teaching in North Yorkshire please visit [www.inspireleadteach.co.uk](http://www.inspireleadteach.co.uk)



## Risedale Sports & Community College

Risedale Sports and Community College is a smaller than the average sized secondary school and currently has 560 pupils aged 11-16 years. It enjoys an enviable and growing reputation in its local community. It is expected to expand to between 600 and 800 pupils over the next decade as the population of Catterick Garrison increases and becomes a 'Super Garrison'. Links with the Armed Forces are strong. The college has one of the largest proportions of service children (over 60%) of any secondary school in the UK. This military connection is an essential part of the college's distinctive character.

Risedale was inspected by Ofsted in November 2019 and the glowing report which followed saw the school being judged as **'Good'** in all four areas of appraisal which includes; The Quality of Education; Behaviour and Attitudes; Personal Development; Leadership and Management.

Inspectors described how, *"Pupils enjoy coming to Risedale Sports and Community College because it is a caring community"*. The school's Senior Leadership Team has, *"thought hard about how they can help pupils achieve well and enjoy learning."*



The report praised our improvements since the last inspection, the quality of our teaching, the behaviour of our pupils and the leadership and management of the school. The findings are a true testament to the hard work and commitment of all pupils and staff and the continued support of our parents and carers. Justifiably proud of this accomplishment, college staff are by no means complacent and know there is more work to be done and are enjoying the challenge.





## Child Protection

### Information / Instructions for applicant

*We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:*

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.
3. Interviewees are required to bring to interview original documents relating to identity and qualifications.
4. This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
5. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority's and School's Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.