St Michael's Church of England High School

A Church of England Academy

Growing in Body, Mind and Spirit

Therefore, choose

ICT Technician



Candidate Information

Letter from the Headteacher

Thank you for your interest in the position of ICT Technician currently being advertised at St Michael's CE High School, a Church of England Academy.

St Michael's is a special place to learn and work with a strong Christian identity. Our mission statement is:

As a vibrant learning community
we choose to serve God
pursue excellence
and
celebrate the uniqueness of each individual

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

Body	Where the safety, happiness and wellbeing of pupils are paramount. Where every child matters and more crucially, know that they matter.
Mind	High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment where creativity, passion and enthusiasm help to engender a life-long love of learning and secure excellent pupil outcomes.
Spirit	Where pupils are supported to find for themselves the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos as we strive to 'be the best that we can be'. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal growth.

Worship is at the centre of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and Worship Band help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition we hold Eucharist services in the school chapel throughout the year both at the

start of the day and at lunchtimes. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. We have numerous student leadership roles within school and an active charities committee. Each year group within school is linked to a particular charity.

All staff take responsibility for behaviour and wellbeing around school on a day to day basis and model the qualities and Christian values we believe are important for self- worth, respect, responsibility and stewardship.

In 2021 our GCSE results once again reflect outstanding levels of attainment by our pupils and these Centre Assessed Grades are indicative of sustained high levels of attainment over many years. In 2019 92% of pupils achieved 5+ 9–4 grades including English and mathematics and 75% at grades 9-5. Progress of pupils was also above average with a Progress 8 measure of 0.38. The school was in the top 10% of non-selective schools nationally for attainment for the sixth consecutive year. However, we are not complacent and remain ambitious for further success and the opportunities these results will provide for our pupils.

We want all at St Michael's to flourish and experience the hope and joy of life in all its fullness . We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. We have talented, dedicated, caring and dynamic staff who are willing to develop innovative approaches to learning and teaching for our young people, provide outstanding care and guidance and support our distinctive Christian ethos. The support staff are an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.

Yours sincerely

Jayne Jenks

Mrs Jayne Jenks
Headteacher



Letter from the Governors





Thank you for requesting details for the post of ICT Technician at St Michael's Church of England High School.

Most of the information you will need is displayed on the school website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018. This was achieved by a whole school community approach of teachers, support staff, pupils, parents, carers and governors working together.

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, forward thinking leadership and management.

The governors will expect the successful applicant to become a full and active member of 'Team St Michael's' and to support our distinctive Christian ethos.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely

Mr C M Metcalfe
Chair of Governors



Head Girl and Head Boy Letter of Welcome

We appreciate your interest in the role of ICT Technician at St Michael's Church of England High School. St Michael's is an outstanding school with exceptionally high standards, allowing pupils to develop both academically, physically, spiritually and socially.

'Team St Michael's' is a significant phrase used within our school life. The 'team' encompasses parents, pupils, staff and governors, who all work closely together allowing pupils to, *"be the best that they can be"*. This 'team' helps create a strong pupil teacher relationship which is necessary to create mutual respect and a sense of community. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy and this can be seen throughout school. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a compassionate environment.

St Michael's Church of England High School really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely

Amy and Benedict

(Head Boy and Head Girl 2021-22)



Application: Supplementary Information

ICT Technician

Required : as soon as possible
Full time position, 37 hours per week, 52 weeks per year.
Grade 5 spine point 6 to spine point 11 £19,698 to £21,748

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the enclosed person specification).

Closing date for the receipt of completed applications: 9am Friday 28 January 2022

Interviews: Thursday 3 February 2022

Applications should be returned by email to: vacancies@saint-michaels.lancs.sch.uk

We are seeking to appoint an experienced, innovative and passionate ICT Technician. who will be proactive in maintaining and developing a cutting edge ICT network infrastructure and client estate that supports the outstanding learning and teaching at St. Michael's.

The school is fully committed to the on-going development of ICT and the successful candidate will play a key role in leading this in our Outstanding School.

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.





Person Specification/Selection Criteria

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

Note: *Candidates failing to meet any of the essential criteria will automatically be excluded*

Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Educated to GCE A level or equivalent	D	A
Educated to Degree level or equivalent	D	A
Industry recognised qualification in ICT certification, such as those accredited by Microsoft, Cisco of ITIL	D	A/I
Professional Development and Experience		
Experience of giving technical advice/guidance and explaining complicated matters to other, appropriate to their level of their understanding	E	A/I
Extensive experience of installing, configuring and testing computer software and hardware	E	A/I
Experience of supporting network operating systems, local area networks, servers, upgrades, peripheral equipment and wireless networks	E	A/I
Experience of contributing to ICT strategies, plans, policies, procedures and processes, to ensure ICT use is effective, efficient, taking into account new technologies and anticipates potential future demands on ICT systems.	E	A/I
Experience of producing training material to all staff, to assist in the effect use of different ICT hardware/software	E	A/I
Willingness and motivation to develop own skills.	E	A/I
Experience in aspects of ICT security and network security threats, including disaster recovery plans and contingencies	E	A/I
Experience of working with children/young people within an education setting	D	A/I
Experience of working with vulnerable/challenging young people	D	A/I

Section B Professional Knowledge, Skills and Understanding

Ability to organise one's own work, to prioritise tasks and keep to deadlines, working flexibly and under pressure	E	A/I
Meticulous attention to detail and methodical in approach	E	A/I
Confidence to be proactive in advising ICT Network Manager in developments / initiatives / changes as part of continuous improvement.	E	A/I
Excellent listening and interpersonal skills with an ability to communicate/engage with a range of stakeholders, sharing ideas clearly and persuasively, both verbally and in writing	E	A/I
Analytical skills to investigate complex problems and information, researching, drawing conclusions and make recommendations for action.	E	A/I

Teamwork skills to support others to promote and achieve the wider aims and objectives of the school, sharing knowledge and keeping quality standards consistent.	E	A/I
Ability to provide clear advice to stakeholders	E	A/I
Resilient with excellent organisational and time management skills	E	A/I
Ability to utilise a variety of ICT systems	E	I
Ability to work flexibly and under pressure	E	A/I
Commitment to undertake in-service training	E	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I

Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D	R
Positive recommendation from all referees, including current employer	E	R

KEY
E = Essential
D = Desirable
A = Application
L = Lesson Observation
I = Interview
R = References

The successful candidate will be joining a highly dedicated and effective 'Team St Michael's' with a commitment to providing excellent support for pupils, to help us continue to raise standards, achievement and enhance wellbeing. The ability to work with the highest levels of confidentiality and professionalism and to relate well to young people, parents/carers, staff, the wider community and members of the Diocese are essential for this role.

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established support staff team.

This post will involve occasional evening work in support of school events/meetings and the flexibility to attend meetings after school when required.

Generic job description for an ICT Technician at St Michael's

Responsible to: Network Manager

Our mission statement:

As a vibrant learning community we choose to
Serve God
Pursue Excellence
and
Celebrate the uniqueness of each individual

Responsibilities for this post:
Under the general guidance of the ICT Network Manager, be a key member of a technical support function of the school, providing first line ICT and media support, sharing responsibility for the ongoing development of ICT to enhance learning and teaching and efficient and effective ICT systems throughout school.

Configuration & Installation

- Equipment set up, such as laptops, projectors, interactive whiteboards and other ICT equipment, ensuring that systems are ready for use and operating correctly.
- Deliver hardware and resources to classrooms as required.
- Support Implementation of software package, including SIMS and Synergy.
- Assist in creating structured approach to rolling out new hardware or software.
- Ensure dedicated ICT areas are ready for use each day and that they are in good working order.

Server, Network Support and Safeguarding

- Work to and give guidance on the Digital Usage Policy to ensure the effective safeguarding of pupils and staff.
- Provide system access to new pupils and staff.
- To ensure rigorous and robust monitoring of ICT to avoid inappropriate use.
- Perform basic diagnostic routines
- Ensure broadband and wireless connectivity is maintained.
- Ensure the back-up routine is completed on a daily basis.
- Liaise with Virtue and other third parties for technical support and advice.

Maintenance

- React in a timely and professional manner to all support and Helpdesk requests, maintaining accurate records and effective correspondence with staff
- Develop a maintenance schedule for all computer hardware, software and networks, ensuring that it is followed and that a clear record of jobs is kept.
- Develop and maintain the schools intranet system.

- Develop and maintain a staff support request system and swiftly respond to requests.
- Support the use of MIS solutions as required including Synergy
- Detect, diagnose and resolve PC, printer and peripheral device faults.
- Produce material and equipment required for teaching as requested.
- Identify software, hardware and best practice required to fulfil the functional specification as defined by school staff.
- Assist in planning and implementing changes to the ICT service as and when required.
- Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with legal requirements.
- Provide support with the reprographics machines and printers.
- Provide support with the school telephone system.

Administration & Auditing

- Complete regular audit and ensure an up to date inventory is maintained.
- Manage the school's equipment cleaning audit to include computers, laptops, projectors and other devices.
- Daily checks to ensure the bookable ICT rooms provide an effective environment for learning.
- Maintain Impero system software.
- Manage the schools system for bookable ICT rooms.
- Maintain computer files by backing up / archiving and updating/deleting information as appropriate.

CPD

- To keep abreast of ICT hardware and software developments and provide advice on the best product for a given task.
- To stay informed of latest government guidance and initiatives in relation to ICT.
- To continuously improve own practice through training and appraisal process.
- Take responsibility for own professional development, continually keep updated about new initiatives in educational ICT, and contribute to the school as a learning organisation.
- Provide advice, guidance and assistance to all staff and pupils on developing their use of ICT in school.
- Liaise with the Leader in Learning for iPads and new technologies to ensure cutting edge technology.
- Assessing the needs of staff for ICT training and support.
- To fully participate in the school's appraisal scheme.
- Keep up to date with good practice, visit other schools to gain ideas for improvement and share good practice.

Standard Duties

- Manage the effective implementation of projects and school ICT initiatives.
- To attend and participate in meetings within the school as required.
- To provide ICT/technical/media support to worship, meetings and evening events as required.

- To have a flexible approach and undertake any other reasonable duties that may be required by the ICT Network Manager or member of the SLT.
- As part of staff induction, provide new staff (and trainee teachers) with laptops/iPads, peripherals/email access (ensuring necessary paperwork is completed and logged ie. AUP) to allow an effective start to their role.
- To ensure new staff are provided with identity badges on their first day to meet safeguarding expectations.

Media and Communications

- Working alongside the ICT, Media and Communications Manager, assist with the updating of the school website/ Twitter and content on the TV screens throughout school. May also support in the creation of powerpoints and media productions and in photographing/recording of school productions and events.

General

- To work within school policies, procedures and GDPR guidelines.
- To support the schools Christian Ethos.
- To support the promotion of positive relationships with staff, pupils, parents and outside agencies.
- To support equal opportunities and compliance with the equalities act.
- To be responsibility for the health and safety of themselves and others in accordance with the health and safety policy.
- The school expects flexibility within the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
- Attend training and participate in professional and personal development as required.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Safeguarding Commitment
St Michael's C E High School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to checking through the Disclosure and Barring Service (DBS)

