



APPLICATION PACK

ROLE:	ICT Technician
START DATE:	As soon as possible
SALARY:	£22,366 - £22,737
GRADE:	Grade 2, pt2– pt3
HOURS:	37 hours per week

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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable all to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. We have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of the Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two secondary schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



A handwritten signature in black ink, appearing to read 'C Wilcocks', written in a cursive style.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust

JOB DESCRIPTION

Job Title:	ICT Technician
Based at:	Omega Multi-Academy Trust
Grade:	Grade 2, pt2 to pt3
Salary:	£22,366 - £22,737 per annum
Hours:	37 hours per week, full-time, all year round
Holidays:	26 days + bank holidays
Start date:	Negotiable
Accountable to:	IT Manager
Closing date:	Friday 21st November 2024 – 9am

Purpose:

As a Trust ICT Technician, you will play a key role in the implementation and support of the Trust's ICT strategy and technical operations. Your expertise will help to deliver an outstanding service to staff, students and the Trust.

To support the use of ICT within our school environments, maintenance of ICT software, hardware and related equipment, and providing support to staff and pupils to ensure administration and learning outcomes are maximised.

The role will be principally based at Great Sankey High School working alongside the Network Manager. You may occasionally be asked to work in other schools maintained by the Trust.

Key Responsibilities and Tasks

- To take daily responsibility for the service desk, ensuring timely resolution and escalation of support requests.
- To be a point of contact for staff and students.
- To maintain the schools network infrastructure to support effective teaching, learning and administration.
- Support the network manager with the deployment and maintenance of computer hardware and software.
- Oversee the completion of equipment audits and keep an up to date fixed asset register of ICT Devices.
- Liaise with external bodies, contractors and service providers in the provision of an effective and efficient ICT service.
- To provide training, support and guidance to students and staff so that they can make optimum use of ICT facilities.
- To ensure all relevant E-safety procedures are adhered to.
- To work in accordance with data protection, security and health and safety requirements to minimise risk to the Trust.
- To ensure health and safety requirements are met in relation to ICT facilities and their use.

Planning and Organising

- With the guidance of the Network manager, you will plan and prioritise your own workload.
- Supporting a school requires excellent prioritisation, organisational and interpersonal skills.

Problem Solving

- Problem solving ability of a high level is required. It is essential to be able to work effectively within the school, as optimum solutions are likely to be achievable only with a clear perspective of the aspirations and objectives of colleagues.

Safeguarding

- Ensure that the School is safe for all students and staff. Actively promote the health and wellbeing of all students and expect all staff and volunteers to share and demonstrate this commitment.
- Ensure that school complies with any Local Safeguarding arrangements
- Actively promote the safeguarding and well-being of students and staff whilst on the school site and when involved in school activities



In my role as IT Manager at Omega Multi-Academy Trust, I oversee all of the IT services for all schools. I am in a privileged position to be involved with a lot of colleagues across the trust including Class Teachers, Heads of Year and Directors, as well as students. My role is challenging at times but incredibly rewarding. I've worked in IT in education for over 10 years as there are very few sectors that give you this level of reward and visibility of your actions. During my time here at the Omega Multi-Academy Trust, I have always felt valued and believe my voice has always been heard.

David Lomas
IT Manager

PERSON SPECIFICATION

Job Title: ICT Technician

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS/TRAINING/KNOWLEDGE		
D	5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	A
D	IT qualification or certificate	A
E	An excellent knowledge of the technology environment	A/I
E	A sound education, equivalent work-based training or suitably qualified by experience	A/I

GENERAL REQUIREMENTS		
E	Commitment to the Trust's ethos and values.	A/I
E	Commitment to providing a responsive and supportive service.	A/I

EXPERIENCE AND KNOWLEDGE

E	Experience in ICT support	A/I
E	Hands on experience with computer networks and network development and administration	A/I
D	Broad knowledge of the whole ICT spectrum	A/I
D	Demonstrate experience of working in a complex and demanding environment	A/I
D	Management of Cloud Services	A/I
E	Management of Microsoft Networks	A/I
E	Competently and confidently use a range of ICT and MS Office Software	A/I

PROFESSIONAL AND PERSONAL ATTRIBUTES

E	Effective worker, committed to partnership and collaboration	A/I
E	Commitment to the academic, personal and social development of children and families	A/I
E	Approachable and supportive	A/I
E	Excellent interpersonal, communications and organisational skills	A/I
E	Commitment to involving others and maintaining strong and positive relationships with the whole school community	A/I
E	Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner	A/I
E	Actively seeks new approaches, ideas and challenges. Be willing to be innovative	A/I
E	Willing to concede alternative approaches and get behind the team	A/I
E	Able to take direction when appropriate	A/I
E	Commitment to promoting best practice in safeguarding and the welfare of young people	A/I

PERSONAL QUALITIES & SKILLS

E	Excellent interpersonal skills with ability to communicate with a wide variety of stakeholders, including internal and external colleagues, students and stakeholders and to build strong working relationships.	A/1
E	A clear communicator with a diverse client group – adults and young people	A/1
E	Customer-focused and committed to the delivery of excellent customer service.	A/1
E	Flexible, adaptable to change, efficient and highly organised.	A/1
E	Ability to work accurately and methodically.	A/1
E	Sensitivity and awareness of confidentiality requirements.	A/1
E	Good written and oral communication skills, proficient in spoken and written English.	A/1
E	Proven planning and organisational skills and an ability to take initiative.	A/1
E	Clearance through the Disclosure and Barring Service	A/1
E	Compliance and adherence to the document 'Guidance for safer working practice for those working with children and young people in education settings' & Guidance for Conduct	A/1
E	Ability and willingness to travel to alternative sites if needed	A/1

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then please follow below information:

- Download the Omega Multi-Academy Trust Application Form and Equal Opportunities Form, found at www.omegamat.co.uk
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by 9am on Monday 21st November 2024.
(Subject to change if a suitable candidate is successful)

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.



Since joining Omega Multi-Academy Trust I have had the opportunity to expand my role from Safeguarding Administration Officer at a single academy to Safeguarding and HR Administration Officer for the whole trust. During my career within Omega Multi-Academy, I have been offered a variety of training opportunities to develop my professional progression, which I have embraced. I have always felt extremely supported by management and my colleagues, especially when I have encountered challenging personal experiences. I have always been treated with sensitivity and empathy in these situations, which I have appreciated greatly. I feel incredibly lucky to work in such a dynamic environment, that encourages me to grow and challenge myself, and makes me feel that all my contributions are appreciated.

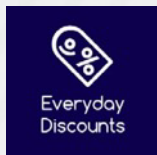
Maria Hartless

Safeguarding & People Services Administration Officer

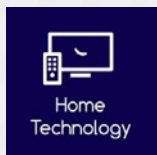
STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

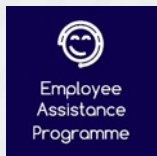
STAFF WELLBEING & BENEFITS



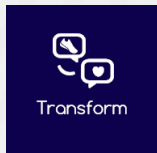
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



I originally started working at Great Sankey High School and have been very lucky to be part of the journey from maintained school, to an academy to a multi-academy trust, which has offered me the opportunity to now be Finance Manager for Omega Multi-Academy Trust.

Omega Multi-Academy Trust has a friendly and welcoming atmosphere and it is a privilege to be a member of a team which has such strong core values, providing a safe and supportive learning environment for all staff and students. The positive interaction with colleagues contributes to a sense of belonging and a knowledge that together we can overcome any obstacle or challenge that we are faced with.

Alison Tomlinson
Finance Manager



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