

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield

Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: www.silverdale-chorustrust.org

ICT Technician

Grade 4, SCP 7 to 12, £24,294 - £26,421

Permanent – 37 hours / 52 weeks

To start: ASAP

About this vacancy

We currently have an exciting opportunity for an IT Technician to provide support to the school and trust working as part of the ICT Support Team, to ensure the smooth running and delivery of ICT systems across all schools within the Trust. Reporting to the Trust Central ICT Manager at Silverdale, you will be predominately based at Silverdale School but will work as part of a small team across our schools to ensure the ICT services for the Trust are operating at optimum efficiency. If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role. Please see the enclosed Job Description for further details.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **ASAP.**

Interviews to be held: **TBA.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	ICT Technician
Profile:	TE2
Grade:	4
Grade spinal point range:	7-12
Accountable SLT post:	Trust ICT Director
Line Manager of post holder (if different):	Trust Central ICT Manager
Staff to be supervised or line managed by post holder:	
Post holder will work with:	Central ICT Team Teaching & Support staff
Holiday and sickness relief by/for:	By and for other ICT Support staff
Purpose of job:	Responsibility for delivering ICT services, projects and providing a reliable and secure IT infrastructure across the Trusts schools. Working as part of a team you will lead the IT support function for primary schools within the trust. This post may work across the Trust schools.
Version revised:	September 2023

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

To be responsible for providing an efficient ICT support service, following systems and processes to the standards required by the School/Trust and appropriate regulatory bodies.

Duties will include, but not be limited to:

Main Duties and Responsibilities:

Maintenance of the School ICT Network Facilities

- Contribute to the provision of ICT Support throughout the school under the direction of the Network Manager.
- Advise on set up and maintenance of ICT hardware and software.
- Contribute to optimising network performance, including planning and implementation of changes to the network.
- Ensure an up-to-date inventory of ICT equipment, software licenses and consumables is maintained.
- Assist with the development and maintenance of the school learning platform.
- Undertake maintenance of ICT hardware.

Assist Staff and Students Using ICT

- Setting up equipment for the delivery of the curriculum.
- Ensuring effective integration of curriculum and administrative systems to achieve maximum efficiency.
- Contribute to ICT training provision and advise school staff as appropriate.
- Develop safe working practices in relation to the use of ICT.
- Liaise with partners and suppliers of the school on ICT related issues.
- Undertake projects to enhance specific developments of ICT within the school.

Contribute to the Program of ICT Development

- Liaise with partners and service providers to maximize the efficiency of the school systems.
- Liaise with suppliers regarding the procurement of ICT products.
- Keep up to date with national and local developments in ICT and determine potential benefits for the school.
- Undertake ICT projects under the direction of the Trust Central ICT Manager.

ICT Technical Service Support

- Maintain a help desk system that ensures that requests for work are prioritised and completed in line with the department's standards.
- Work towards achieving and maintaining ITIL recognised standards of support.
- Maintain the inventory and stock management.
- Problem solve and troubleshoot issues on the network such as software, hardware, configuration and user errors.
- Provide high quality user support, including staff training.
- Install software as required and to the standards set out by the Network Manager.

ICT Hardware Installation and Maintenance

- Install and configure new and existing ICT equipment.
- Carry out repairs and maintenance to hardware to maximise the efficiency of equipment.
- Ensure the correct disposal of damaged and un-repairable equipment and that the school meets its recycling duties in line with current procedures.

General Duties

- As a member of the ICT Technical team, you will be expected to liaise with the Trust Central ICT Manager and teaching staff as appropriate.
- Carry out all problem solving, changes, configuration, availability, capacity and continuity processes in-line with the Framework for ICT in Schools (FITS) recommendations and guidelines under the direction of the Trust Central ICT Manager and the trusts policies and procedures.
- Actively pursue training and accreditation on agreed plans for the school network and system developments and upgrades.
- To assist with the production of an annual audit of the ICT equipment.
- Research information concerning equipment, evaluate systems for best value and advise the Trust Central ICT Manager on purchases.

- Produce orders for equipment and consumables after agreement with the Trust Central ICT Manager.
- Take responsibility for own professional development, continually keep updated about new initiatives in educational ICT, and contribute to the school as a learning organisation.
- Assist with the implementation of projects and school ICT initiatives.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: ICT Technician

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience in supporting IT networks in a large user environment		✓	A/I
In depth knowledge of Window 10	✓		A/I
Experience supporting and maintaining a different range of client hardware, e.g. PC, laptop, tablet	✓		A/I
Experience using a helpdesk system to facilitate service delivery		✓	A/I
Ability to work positively as a member of a team	✓		A/I
Experience supporting ICT in an education sector		✓	A/I
Good working knowledge of Microsoft O365		✓	A/I
Good working knowledge of management information system: SIMS		✓	A/I
Experience of supporting educational software		✓	A/I
Administration of Active Directory and Group Policy		✓	A/I
Good understanding of DNS, DHCP, networking	✓		A/I
Qualifications			
Excellent numeracy/literacy skills and standard of education - to include English and Maths at GCSE (or equivalent) at Grade C or better	✓		A
Other skills			
Constantly improves own practice/knowledge through self-evaluation and learning from others	✓		A

Highly motivated with a can-do attitude	✓		A/I
Ability to relate well to children and adults	✓		A/I
Willingness to participate fully in Trust activities	✓		A/I
Willingness to undertake training and professional development as necessary	✓		A/I
Interpersonal skills			
Excellent organization, communication and decision-making skills	✓		A/I
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A/I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I