**Senior ICT Technician**

**Salary: Grade 7 SCP 24 – 28, £27,803- £31,365 – Pay Award Pending**

**Working hours: 37 hours per week, full time, all year**

**Contract type: Permanent**

**Start date: ASAP**

**Location: SET Head Office located at Kidsgrove Secondary School site with travel to a cluster of schools within the Trust in Stoke and Cannock.**

We are currently seeking to appoint to the permanent post of Senior ICT Technician. Applications are invited from ICT technicians with experience to join our team. Under the guidance of the Senior Network Manager, you will provide excellent IT Support and customer service to our schools and Head Office staff.

You will be based at SET Head office located at Kidsgrove Secondary School site and candidates must be able to travel across a cluster of schools in Stoke and Cannock as necessary so will need a full driving licence and access to a vehicle.

The post holder will also support Trust wide IT projects including network migration projects for academies joining the Trust’s central infrastructure, the continued expansion of the Trust’s Office 365 platform, and other central systems.

**Main responsibilities:**

* Provide onsite support at schools when needed where additional capacity is needed such as supporting project work and to cover the absence of on-site staff.
* Effective use of the IT Helpdesk to assist end users, prioritise and manage workload, and record activity.
* Update documentation on existing systems or create new documentation as changes are made.
* Support with daily tasks such as checking security logs, reviewing emails held quarantine, checking backup logs and then taking action where required.
* To work with senior team members to support infrastructure elements such as physical & virtual servers and networking devices, thus ensuring the availability and security of the network, data and applications.
* Contribute to investigation, design, development and implementation of new IT systems under the direction of senior team members.
* To take an active role in the on-going development and support of the Trust's Office 365 tools such as SharePoint, OneDrive and Microsoft Teams for Education.
* Mentor and support other IT Technicians.

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We’re a growing group of dynamically awesome academies providing education to children of all ages and abilities. Staff across our team of schools are dedicated to ensuring that every child has the opportunity to be successful, whatever their starting point in life.

Our schools span from Birmingham to Bury, meaning that we can support students from all walks of life, no matter their background or socioeconomic status. In doing this, we are able to help ensure all children are able to access a high standard of education, with all being treated equally.

Unlike other MATs, we don’t enforce a curriculum for all our schools to follow. Instead, we support each individual school to offer a programme that enables our students to deepen their knowledge, develop their skills, sparks their imagination and fires their curiosity.

We also encourage collaboration within and between our academies, creating a community of professionals who share a wide range of valuable experience and specialist knowledge. This is supported through our creation of a network of ‘hubs’ across our schools, covering all teaching subjects and operational areas. Our regular hub meetings enable staff members to stay up-to-date with latest guidance and skills, as well as collaborate and practice share with others from different school settings.

Please visit out Trust Careers site for more information on [Shaw Education Trust Career Site (schoolrecruiter.com)](https://shaw-education.schoolrecruiter.com/)

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Description automatically generated Click the QR Code to see all vacancies across and within the Trust.

**Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Access to health and wellbeing support via Occupational Health
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

We know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

Shaw Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CV’s alone will not be accepted.**

**Application deadline:     9.00am 17th May 2024**

**Interview date: TBC**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.