



ICT Technician Wren Academy Enfield

Closing Date: 9.00am, Monday 29 July 2022

Interviews: After 29 July 2022





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Wren Academy Enfield

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Executive Principal: Gavin Smith
Vice Principal: Ertunc Hussein

July 2022

Dear Colleague

Wren Academy Enfield –ICT Technician

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am, Monday 29 July 2022, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

Gavin Smith
Executive Principal

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

Do justice, love kindness, walk humbly with your God: Micah 6v8



**Wren
Enfield**

ICT Technician

NJC Scale Points 17-19

Working for 42 weeks per Year, 36 hours per week

Salary for the above: £25,053 - £25,964

Start date: September 2022, by arrangement

Wren Academy Enfield requires an additional member to join the ICT team and to help manage ICT systems, infrastructure and equipment. The team currently comprises a Network Manager and two other technicians.

Wren Academy Enfield is the second school of the Wren Academies Trust. Having successfully opened in September 2021 with a first cohort of Year 7 students, we shared our accommodation with AIM Academy at Ponders End, Enfield in our first year. We have relocated to the Chase Farm Hospital site into temporary accommodation before starting to move into our permanent buildings including the sports hall and dance studio during the academic year.

More details about our planned school can be found at the following link:

[Schools - Chase Farm Development](#)

Wren Academy Enfield is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. This new school has been closely modelled on the successful Wren Academy Finchley which has a strong sporting tradition with high standards of involvement and conduct.

Wren Academy Finchley quickly developed a strong reputation for outstanding teaching and learning, as well as enabling students to make excellent progress as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. Since opening, the school has been awarded three outstanding Ofsted reports and two outstanding SIAMs reports. All the factors that have led to the notable success so far are being put in place to ensure similar outcomes at Wren Academy Enfield.

We require someone who is forward thinking, with relevant experience, able to work in a multi-skilled team and who will bring enthusiasm to the role. All our ICT team work with students, staff, so an ability to interact professionally on a number of levels is also important.

Please note that we require the Wren Academy Application Form to be completed before we are able to consider your application. We do not accept CV's.

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WREN ACADEMIES TRUST

Wren Academy Enfield

Job Description – ICT Technician

Purpose

To assist the Network Manager, students and staff in the day to day maintenance of the IT infrastructure. To be responsible for the general maintenance school's computer systems, interactive whiteboards and other related software and hardware.

The ICT Network system, including support and maintenance.

Ensuring that Academy Staff and Students are provided with uninterrupted access, reliability and security within the boundaries of Academy Policies and legislation relating to Data protection, Child Protection and Indecent Materials.

Working Time

36 hours per week, 42 weeks a year.

Reporting to

Network Manager and Finance Director.

Duties

- To assist the Network Manager as appropriate in the management of the Academy's ICT facilities.
- To take ownership of the rollout of Microsoft Office365 and supporting staff and students in using all associated components.
- Work flexibly between several buildings / sites, including the new site in Enfield to provide technical support for ICT
- Be responsible for the installation of, and maintenance of computer software and hardware
- To manage on a day to day basis the ICT network, it's staff and develop their skills and knowledge.
- To take on a supervisory role with Students and Staff as appropriate.
- To assist 6th formers with their personal devices in line with the academy's bring your own device policy.
- To assist lower year students with their iPads and associated support
- Maintain and manage the school's networks
- Monitor/ take ownership of printer consumables
- Ensure that the ICT Suites/LRC are ready for use each day / Load paper in printers etc.
- Support teaching staff/pupils in the technical aspects of ICT
- Support the learning and teaching of ICT in the computer suite
- Oversee maintenance and any other relevant external contracts.

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- To support the Academy in behaviour and running events.
- To take part in the Academy duty rota as required
- Any other related duties as directed by the Network Manager

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach, and to be prepared for the unusual.
- To support the Academy's aims and to understand and carry out its policies.
- To understand that Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Assessment

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.

Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship, and its status as a Church School.
- To show a record of excellent attendance and punctuality.

Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

July 2020

WREN ACADEMIES TRUST

Wren Academy Enfield

Person Specification – ICT Technician

Professional Skills and Experience

1. Possess appropriate qualifications and/or experience in a similar role.
2. Have sound knowledge of Network issues and of working with Active Directory
3. Have experience of using Office365 modules including Teams, OneNote and SharePoint
4. Be an excellent practitioner with the ability to inspire others.
5. Be able to prioritise tasks and work to tight deadlines.
6. Show evidence of continued professional development.
7. Have relevant experience of working in comprehensive and multi cultural environments.
8. Have sound technical understanding of school ICT Network issues.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to answer queries and relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

Academy Information 2020/2021

The development of a second academy will lead to collaboration and innovation which will be beneficial to all staff and students within the Trust. There will be many opportunities for professional development which will ensure that the successful candidate is encouraged and equipped to prepare for further career progression.

Wren Academy Enfield is a comprehensive school, which will welcome students whatever their previous academic attainment, then do all it can to maximise their potential. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'.

Our curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Each half term we will organise a Focus Day on which the usual timetable gives way to in depth study of a range of issues relating to PSHE, the academy specialism and our ethos. To further support learning and social development, we will organise a House system consisting of vertical tutor groups of students in Years 7-10.

Inspired by Sir Christopher Wren, our specialism is Design and the Built Environment. Key skills associated with our specialism, such as planning and creativity, impact across all subjects. We will work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum. Given the proximity to the Chase Farm Hospital we will explore ways that the specialism can incorporate the field of medical science to the benefit of all students.

We develop students' learning skills and attitudes through our immersion in a strong learning philosophy. This is based on the 6 Rs which encourages students to be

- Resilient
- Relational
- Reflective
- Redemptive
- Resourceful
- Reverent

All learning is supported using digital tablets which are an expected item of equipment for every student. The use of the technology enhances learning within the classroom and at home.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the curriculum and lesson planning from Wren Academy Finchley, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools.

All teachers joining Wren receive a high-quality professional development experience. We hope that simply by working at the new academy, teachers will become better practitioners and that much of the best professional development will be found in working with Wren colleagues. However, we explicitly prioritise CPD with an innovative CPD programme which provides 3 discrete hours for the development of teachers. Within this structure there is a focus on engaging with the latest educational research, with many colleagues undertaking research projects related to their practice. Therefore, we are looking to recruit teachers who are keen to become the very best teachers whilst being keen to focus on teaching Key Stage 3 to ensure excellent progress and the creation of firm foundations which will lead to GCSE and A Level success.

At Wren you will be given time to plan and evaluate your lessons. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers and having them observe you is a professional entitlement. It is an

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expectation that all Wren teachers will be confident and open in seeing lesson observation as a key element of how we learn as professionals.

We are looking to recruit excellent teachers who have the desire to develop further. We want to appoint colleagues who possess real curiosity about the ways in which children learn most effectively and who are always seeking to extend their practice into new areas and learning activities. It is important that Wren teachers are ambitious both for themselves and for their students. Being part of a Multi Academy Trust will result in a wide range of opportunities for professional development and progression.

Other benefits of teaching at Wren Academy Enfield:

- Children of colleagues working at Wren for over two years will be given priority for a place in Year 7.
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- Free refreshments and a lunchtime allowance
- Timetabled professional development time during the school day
- Planning and evaluation time during the school day

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide exciting professional development opportunities for the successful candidate.

Further details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyenfield.org

Gavin Smith
Executive Principal

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Monday 29 July 2022.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Selection process

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

July 2022