



Recruitment Information Pack

IT assistant

David Nieper Academy
Grange Street, Alfreton, Derbyshire, DE55 7JA
T: 01773 832331

September 2023

Dear Applicant

Thank you for showing an interest in the post of IT Assistant at the David Nieper Academy.

Our Academy is sponsored by the Christopher Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand-new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy. We are a growing academy now of 780 students 11-18 and will soon be at our full capacity of 850 students 11-18. Our September 2022 Ofsted Inspection graded the academy as 'Good in all areas', a fantastic improvement from the 'inadequate' Ofsted rating when we took over the academy - and we endeavour to build on this as we grow and develop further. We are currently the only academy within the Trust and will be joined by at least two additional Primary schools in the very near future with plans in place for further growth over the next few years.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

The David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this approach and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies.

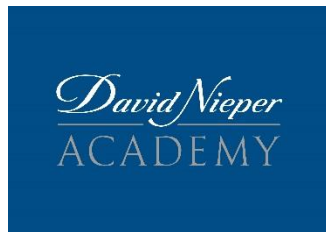
If you like the sound of the academy and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9.30am Friday 6th October 2023**. Interviews likely to be w/c. 9th October 2023.

If you have any queries please contact Mrs Jacqueline Rodgers, HR Manager, via email at jrodgers@davidnieper.academy

Yours faithfully



Mr R White
Head of School



Christopher Nieper Education Trust

IT Assistant

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA
Age Range – 11-18

37 Hours / 52 Weeks per year

8am-5pm – exact working times to be agreed.

Responsible to Senior IT Technician

Start: As soon as possible

Salary: £20,258 FTE (pay award pending)

Do you want to support our students onto greater things? Are you excited by the opportunities and possibilities for students available through applied learning and working in partnership with local employers?

The David Nieper Academy is a newly formed academy in Alfreton, Derbyshire. A brand-new school building was opened in early 2017 along with our Sixth Form Centre in September 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across year groups. This year we have seen an increase in student numbers within each year group and we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and Trust and being a key driver in enhancing the academic and social achievement of our students.

The Governing Body is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Academy's policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

Job Description: IT Assistant

General Responsibilities

You will provide IT support across the whole academy and Trust as required, supporting both staff and students. Completing tasks, working with the help desk, closing issues and managing stakeholders to high standards. Successful candidates must be able to demonstrate good attention to detail and have a flexible approach to their work. You will provide face to face support whilst being supported and trained by our Senior IT Technician and an external IT support company who provide higher level IT support. You will be working as part of the supportive and friendly team and your main responsibilities will include duties such as:

- 1st line support duties
- IT support duties for colleagues and students
- Supporting the IT technician carrying out technical support and projects.
- Liaising with external support technicians
- Ensuring relevant IT records are kept up to date at all times
- Work to ensure technical issues are resolved in a timely manner
- Supporting with audio visual requests
- Assisting with day-to-day office tasks

Supported Services

- Desktop Computers
- Laptops
- Servers
- Office 365 / Intune (Endpoint Manager)
- Firewalls (Sophos)
- Networking Equipment (e.g. Switches, Wireless APs, Network storage)

Personal qualities

- Mature attitude
- Smart in appearance
- Responsible
- Strong work ethic
- High levels of motivation
- Genuine desire to work with and learn about new technologies in computing

Benefits

- Ongoing training, support and mentoring will be provided
- Free access to Health Assured Employee Assistance Programme
- Free onsite Parking
- Generous discount at the David Nieper Ltd factory shop

Job Criteria:	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to work on own initiative, and as part of a team. • Ability to work in a flexible and responsive way with tact, discretion and confidentiality. • Ability to work under pressure. • Flexibility • Competency in numeracy and literacy • Excellent communication skills • Ability to give technical help and explain issues without jargon. 	<ul style="list-style-type: none"> • Excellent communication and written skills • Good organisation skills • Excellent attention to detail • A good working knowledge of Microsoft packages • Able to plan and prioritise tasks effectively
Knowledge	<ul style="list-style-type: none"> • Installing/ upgrading software • Performing routine maintenance tasks on internal equipment • Monitoring system performance 	
Experience	<ul style="list-style-type: none"> • Using Microsoft Office • Being able to keep records and paperwork up to date. 	<ul style="list-style-type: none"> • Maintaining hardware • Basic networking skills
Qualifications	<ul style="list-style-type: none"> • GCSE's Grade C/4 or above in English, maths and ICT or equivalent. 	<ul style="list-style-type: none"> • A level or higher-level qualification

Method of Application

1. We will only accept applications on the David Nieper Academy application form. Curriculum Vitae will not be accepted.
2. The statement in your application should focus on:
 - Candidate's previous experience which will help in successfully undertaking the role
 - Personal skills to benefit the learning by students at the David Nieper Academy.
3. For any queries or if you would like to visit, please email jrogers@davidnieper.academy
4. Completed application forms to be returned via email for the attention of Mrs Jacqueline Rodgers, HR Manager, at jrogers@davidnieper.academy
5. The academy operates a NO SMOKING policy on site.
6. Interviews - Candidates invited to interview will:
 - (a) Have the opportunity to tour the academy
 - (b) Complete a written task
 - (c) Have a formal individual interview with the selection panel.

An enhanced DBS check is required for all successful candidates that are offered a position within our Academy. If you are successful at the interview stage and you have accepted our offer of employment, then a DBS check will be started. If you subsequently withdraw from the position after accepting our employment offer, then you may be required to pay for the DBS check charge.

R. White
September 2023