



DR CHALLONER'S GRAMMAR SCHOOL

IT Support Officer

Information Pack

Challenge with reward



DR CHALLONER'S GRAMMAR SCHOOL

IT Support Officer To start as soon as possible

Full Time Equivalent Salary	from £20,265 to £22,764
Contract	Permanent
Hours per week	37.5 hours
Working weeks per year	52 weeks
Holiday Entitlement	22 days plus 8 bank holidays

We are seeking to recruit an enthusiastic full-time IT Support Officer at this 11-18 grammar school for boys with a co-educational Sixth Form. This exciting role will be an excellent opportunity for either someone new to IT Support, or those looking to broaden their existing experience. As a central member of the IT, Data, and Administration team, you will have the opportunity to develop a wide range of essential, transferable skills.

We are ideally looking for someone with a passion for IT, AV and Data support. Experience in one or more areas will be considered, as will be a willingness to develop knowledge and experience of the others. For the right candidate, we will also consider someone with limited experience but a desire to become an expert in one or more of these key responsibility areas. Therefore, enthusiasm and a proven capacity to learn new things quickly are essential.

Closing date: Monday 14 June 2021, 12 noon. Please apply as soon as possible

To apply for the post, please email a completed application form to Alison McAloon (Head's PA & HR Officer).
Email: employment@challoners.org

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Dr Challoner's Grammar School is committed to safeguarding and successful candidates will be required to complete an enhanced DBS check.

A warm welcome...

From Mr David Atkinson, Headmaster Dr Challoner's Grammar School



Dear Applicant,

I hope that the information which follows will help inform your decision about whether to make a formal application for this post.

When you do your research you'll find that our Ofsted inspection, carried out in November 2019, graded the school as outstanding in every respect. We believe that this judgement is a reflection of the fact that Challoner's is genuinely a special place. The report echoed what many visitors tell me – that the school has a distinctive ethos and culture of teamwork, loyalty and aspiration, with the well being of staff and students at the heart of what we do. Our students are intensely proud of coming to school here, and our staff feel similarly about their place of work. The relationship between staff and students is a very special one, and we see ourselves as running the school with the students rather than for them.

Our motto - Excellence with Integrity - demonstrates the purpose behind this ethos. We also highlight three key values which we believe can underpin the effective education of all our students. These are Aspiration, Kindness and Resilience. Our staff demonstrate these characteristics in their own ways, and inculcate the same attitudes in our students. This is not an attempt to produce a 'standard Challoner' student, but a means of encouraging our young people to find their own ways of demonstrating those crucial characteristics to help them flourish in the future.

Despite its formidable academic record, Challoner's is not an examination hothouse – it's a place of genuine creativity, fun and comradeship. In staff we appoint, we look for that much undervalued quality of humanity, along with an acceptance that young people will always make a few mistakes – and that it's our job to ensure that they learn from them. Two of the most immediately noticeable qualities of the people who work here are their humour and their sense of proportion. Even on the dullest of days, laughter pervades the school and reflects a genuine warmth and professional respect amongst colleagues. Sharing a laugh and a joke with the students is the norm and serves to brighten our daily work no end. One of the reasons our teachers are prepared to give up so much of their time to run educational visits (we do more than any school I know) and other extra-curricular activities is that spending time with our students is so rewarding and enjoyable.

We believe that the next generation of leaders will be drawn both from among our staff and our students and we take our responsibility for their development very seriously. We take the care of our staff very seriously. To keep them fresh, we have shortened the school year and moved to a two week Half Term break in October, so working at Challoner's now has many of the advantages of the independent sector! In addition, we do our very best to promote good mental health at work through the way we organise things, and the way we relate to each other. This kindness for others, not just students, is one of the hallmarks of our ethos. We have worked closely with MIND, using their Workplace Wellbeing Index to identify the best ways to promote wellbeing and positive mental health. This resulted in our achieving their Gold award in both 2018, 2019 & 2020 against the standards of that Index - one of only a handful of organisations in the country to do so.

You'll find a lot more information about the school on our website www.challoners.com (which we hope encapsulates that intangible 'feel' of the school) and about the Astra Teaching School Alliance at www.astra-alliance.com. If you would like further clarification or just an informal chat with someone, please feel free to contact us by phone or email. I enclose some information about your subject at Challoner's along with some general information about the school, a Role Profile and a Person Specification. When I read your application, I will be trying to assess whether you would be a 'good fit' for our school, so I hope that some of the things I have said will be useful to you in writing your supporting statement.

I do hope that you will decide to make an application to join us and that we will have the chance to meet.

Mr D Atkinson,
Headmaster

As the Lead School in the Astra Teaching School, and the upcoming Lead School for the Astra Teaching School Hub- Buckinghamshire from September 2021, DCGS offers a wide and diverse range of professional development opportunities for staff, including the opportunity to gain designation as a Specialist Leader of Education, where eligible. Astra's status as a School Centred Initial Teacher Training provider (SCITT) and Lead School for the Teaching School Hub - Buckinghamshire also ensures Challoner's is at the cutting edge of curricular and pedagogical developments in education. Having been rated 'outstanding' by Ofsted in all categories for ITE in 2018, the Astra SCITT trains approximately 70 new entrants per year. In this way, colleagues at Challoner's are able to contribute to, and benefit from, high quality teacher training and CPD across over 50 schools in Bucks, Herts and beyond.



'The facilities are outstanding in many respects. The forward-thinking management and leadership ensure learner-led environments are possible'.

Why work for Dr Challoner's Grammar School?



Dr Challoner's Grammar School is based in Amersham. The school benefits from outstanding modern facilities including spacious, light classrooms, all of which are fully equipped with a whiteboard and digital projector. The school also enjoys recently modernised sports, music and arts facilities.

Staff often remark that DCGS is a great place to work. Staff retention is very high which we think reflects the supportive and friendly environment in which we work. Students are hard working, capable and diligent. New staff to the school often remark that they enjoy working in an environment where students want to learn. The Ofsted inspection from November 2019 noted that the school has a culture of teamwork, loyalty and aspiration, and that staff feel exceptionally well supported.

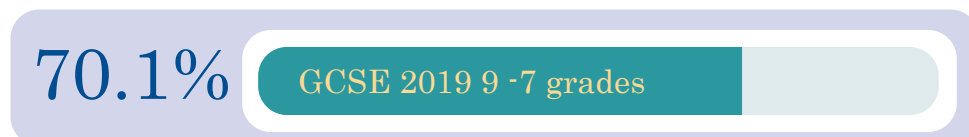
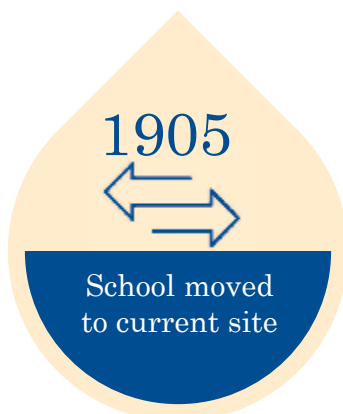
Working at Dr Challoner's is busy and very rewarding. The School has high expectations of it's staff, so looks to offer a positive range of benefits in addition to the ones already mentioned.

- Engaging, able and well-motivated students
- An innovative approach to learning
- Outstanding facilities in every subject
- The school offers a friendly working environment with supportive and caring colleagues.
- Access to an Employee Assistance Programme including financial and legal advice, counselling and health programmes
- Preferential admission for qualified children of staff (some restrictions apply)
- Access to onsite cardio fitness and weights room
- Free onsite parking
- Access to regular staff social events
- Generous pay based on the London Fringe Allowance
- Dr Challoner's offers access to join the [Teachers' Pension Scheme ("TPS") / Local Government Pension Scheme ("LGPS")]. The[TPS/LGPS] is a Career Average Related Earnings ("CARE") Defined Benefit Pension Scheme. Full details of the superb benefits conferred by membership of this scheme can be seen by following the hyperlinks.
- The School operates a successful and well recognised professional development scheme, which all colleagues have access to and are encouraged to make use of.
- All staff are issued with a Chromebook computer for use during their employment at Challoner's
- There is an extensive induction programme for all staff joining the school, with components tailored to individual requirements, such as for those new to the teaching profession.

Dr Challoner's Grammar School at a glance



2020 qualifications were awarded through the provision of a centre assessed grade, because of the cancellation of public examinations. As such those results are not comparable with previous years' outcomes, and are not published here.

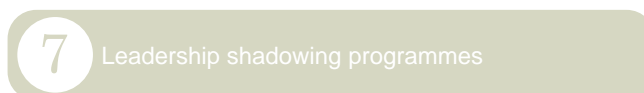
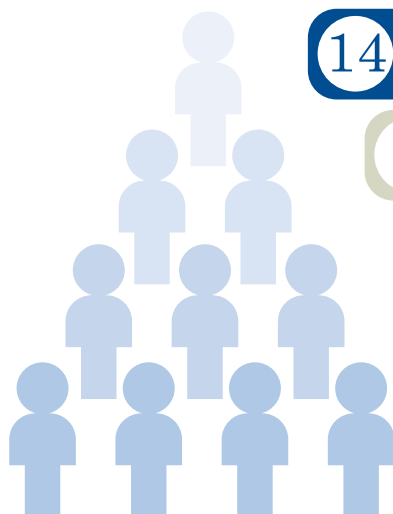


1351 Staff Years of experience of working at DCGS

Current staff have worked over 10 years 62



Staff development 2019/20:



Dr Challoner's Grammar School at a glance



2 week October half-term

International residential trips

Marseille, Murcia, Bruges, Ardeche, Berlin, Bensheim, Sicily, Krakow, Iceland, Washington, Geneva, Namibia, Portugal, Holland, Paris, Austria, Barbados, Normandy.



55 Staff went on residential trips (inc Support Staff) last year



1 staff member wedding reception at school
1 played nationally for their country
123 Strawberries eaten at Staff Wimbledon

Mental Health awards
(One of 15 nationally to do so)

3

Average Number of extracurricular Clubs and Societies per Term

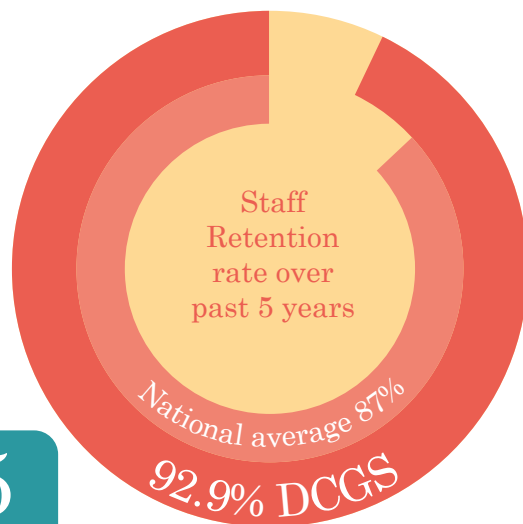
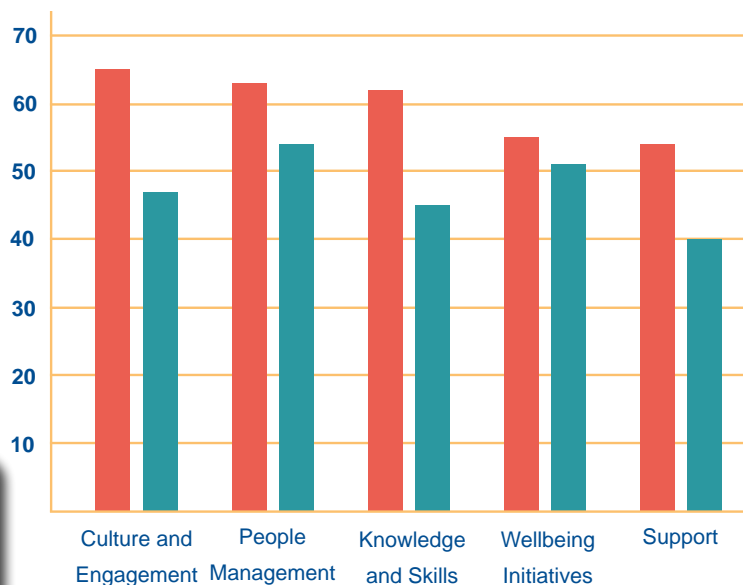
85

Staff Survey Results

What % staff rate positively

■ DCGS

■ Sector Average



Staff Football End of Term Gatherings Christmas Party Secret Friend
Staff Yoga Time to Talk Day Mental Health Day Staff Badminton
“How’s it going?” Step Challenge Secret Santa
Leavers Dinner French Film Society Staff gathering
Staff Wimbledon Staff Tennis Pub trips
Staff Cake Rota Staff Tea and Coffee



Staff walked 5302.47 miles in 3 weeks
(twice round the earth’s circumference)!



Role Profile



Job Title

IT Support Officer

Job purpose

To provide high quality and flexible IT support to all aspects of our organisation.

Line management

Reporting directly to the Director of Information and Operations in the first instance, this role will be a key component of our IT Support Team working closely with our Data Manager, and our Admin Manager, to contribute to providing the very best support possible for our organisation. As a result, Line Management may change from time-to-time in line with priorities and experience.

Principal Responsibility Areas

- A - IT Support
- B - AV Support
- C - Data Support
- D - Administration Support
- E - Other

Key Tasks

- A1 - To develop a broad understanding of Information Technologies to support Teaching & Learning.
- A2 - To be a central member of the IT Support team by resolving issues, tickets and needs as required in a prompt and efficient manner; and to work with the team to ensure consistency of service during core hours.
- A3 - To support students, staff and guests in connecting to our network, etc.
- A4 - To be responsible for obtaining quotes from IT suppliers and work with the Director of Information & Administration to ensure that the school ensures best value in its IT procurement.

- B1 - To become an AV expert for the school, and take the lead in managing the arrangements for servicing, repairs, replacements, and the related staff training as appropriate.
- B2 - To provide AV support for significant whole school events including, but not limited to theatrical performances including those that may not be based at the school site.
- B3 - To effectively coordinate the delivery of AV support in line with health and safety procedures and with any projects undertaken by the site team in mind.
- B4 - To become the school's expert in video-learning technologies (such as: Clickview), providing training and support to maximise the impact this resource has on Teaching & Learning.
- B5 -To support the development of the school's use of recording technologies and related media use.



Role Profile continued



C1 - Develop an understanding of data, and data processes and manipulation to enable support for aspects of the Data Manager's role as required, and as experience and skills permit:

C1.1 - to become backup for our Reporting Processing

C1.2 - to support our use and management of MailChimp

C1.3 - to support training and use of our Data Management software (iSAMS)

D1 - Develop an understanding of school administration to enable support for aspects of the Admin Manager's role as required, and as experience and skills permit:

D1.1 - To process whole school communications

D1.2 - To support the organisation of school events

D1.3 - To seek opportunities to streamline and/or improve existing practices, as well as create new ones.

E1 - Develop the skills and experience to lead Information and Operations projects with support.

E2 - To seek opportunities to leverage new technologies to improve our school

E3 - Any other duties as reasonably required by the Headteacher and Line Manager.

E4 - To comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protections, reporting any concerns to the appropriate person.



Person Specification



	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education up to A Level or equivalent	
Previous Work Experience	Entry Level Appointment.	Some experience of working in IT Support and/or AV Support and/or Data Support.
Professional Skills & Experience	<p>A very capable and confident IT user, including a good understanding of networks.</p> <p>Good written and oral communication skills.</p>	<p>Have an understanding of data, and data processing</p> <p>Have an understanding of IT networks</p>
People management Skills	<p>Effective communicator with students, staff and parents</p> <p>An effective team player, working collaboratively with others</p>	
Other Personal Qualities	<p>Appropriate motivation for working in a school (one which values young people and shows concern for their personal safety & well-being)</p> <p>Well developed planning & organising skills including time management</p> <p>Pro-active ; having the ability to seek opportunities where necessary</p> <p>The ability to support occasional out of hours events</p>	<p>Ability to use initiative but be willing to ask for help</p> <p>Sense of humour</p>

Making an application



The purpose of the selection process is to assess your suitability for the post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

How to apply

To apply for this position, you will need to complete an application form, which can be downloaded by following this link.

Completed applications should be sent to employment@challoners.org

Please note that only fully completed application forms will be considered.

CVs will not be included in the short-listing process

Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be short-listed.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Due to the current COVID-19 Pandemic and social distancing measures, short-listed candidates will be interviewed initially remotely by a member of the senior team.

The interview will also include an administration task for support staff.

Selected candidates will then be formally interviewed by the Head and other members of the School management team.

(Support Staff) Administration Task

The interview process for support staff will include a skills test which is relevant to the role in which you are interviewing for. These will be completed using Google docs and Google sheets, which are very similar to Microsoft Word and Excel.

Excellence with integrity

At DCGS...

We are determined to give our best to everything we do
We are prepared for the opportunities and challenges of today and the future
We serve the wider community

At DCGS We Value...

Aspiration



Kindness



Resilience



In All Our Actions And Intentions

At DCGS everyone learns through...

Teaching that is rigorous, engaging and high quality

Developing leadership at all levels

Maintaining a culture of high expectations

Showing a concern for everyone's wellbeing

Providing a first class learning environment

Ensuring a breadth of opportunities for all

Promoting an open and outward facing attitude

Engaging with the global potential of technology

Exploring innovative and sustainable approaches