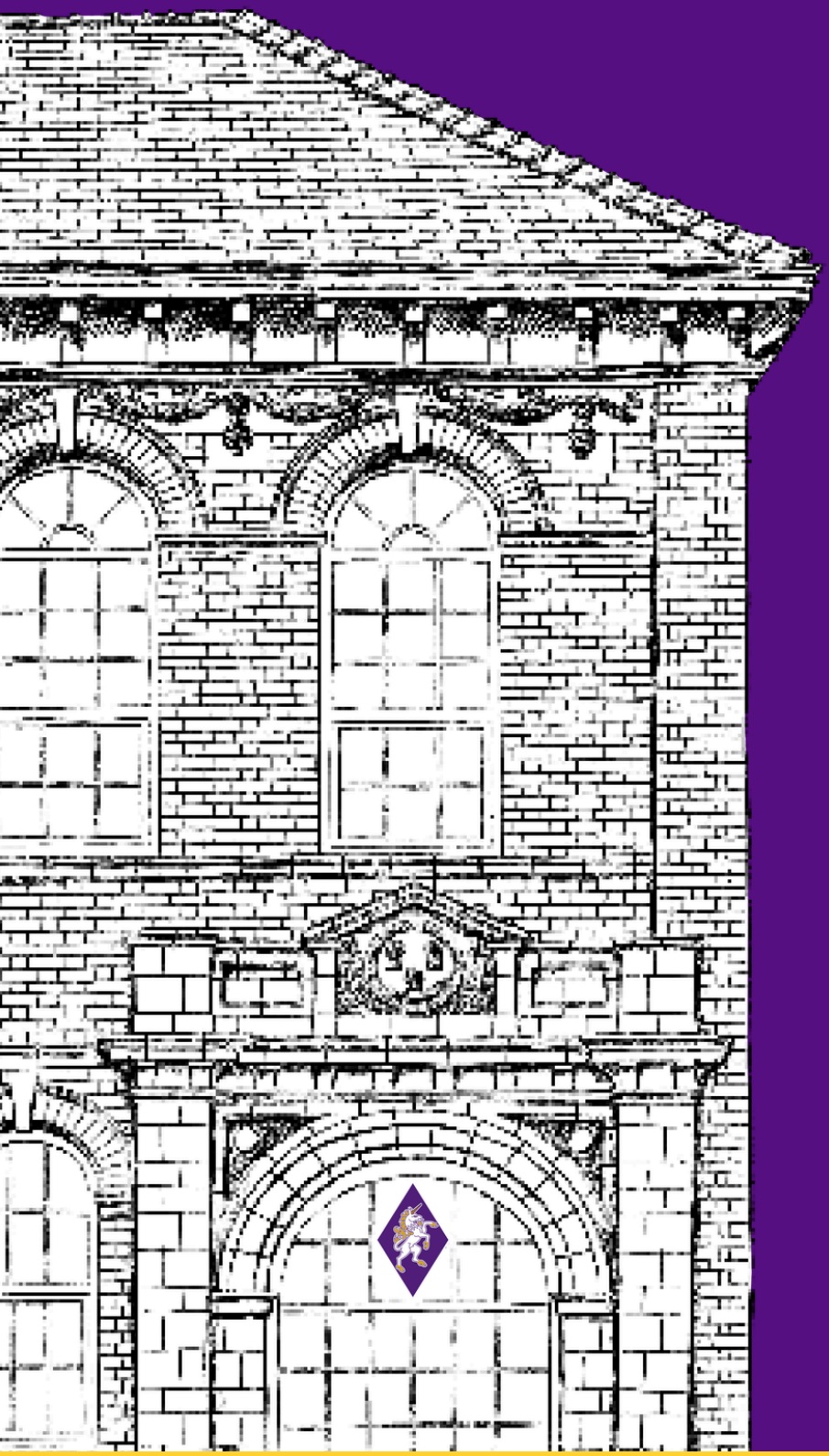
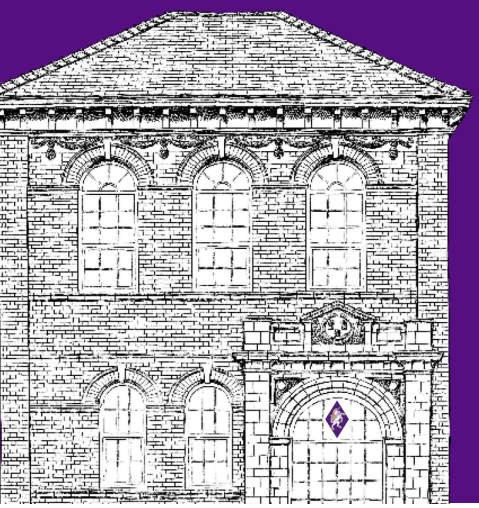
Candidate Pack

IT Technician



Aspire Act Achieve



Welcome

Dear Candidate

I am delighted that you are interested in applying for the role of IT Technician at our school. This is key role in ensuring that our curriculum can be delivered effectively.

Here at Sale Grammar School, we pride ourselves on providing an excellent educational experience for all our young people so that they can leave our school equipped to lead both happy and successful lives. We have the highest aspirations for everyone and work together to achieve these, acting in a way that demonstrates our values and virtues at all times.

Sale Grammar School is a happy and vibrant place to be. Our visitors always remark upon the warm and welcoming culture within the school and the excellent relationships that are evident between staff and students. Our teachers are passionate about their subjects and have a strong desire to instil in our students a lifelong love of learning, and as a result, they become creative and confident individuals, well prepared for the future.

Our outstanding pastoral offer has the right balance of both care and support, thus creating an environment in which students feel safe and secure, and as a result, they are able to thrive. An emphasis on a strong personal and social development offer enables our students to gain a better understanding of themselves and others and to understand the importance of making a positive contribution to both their local community and society as a whole.

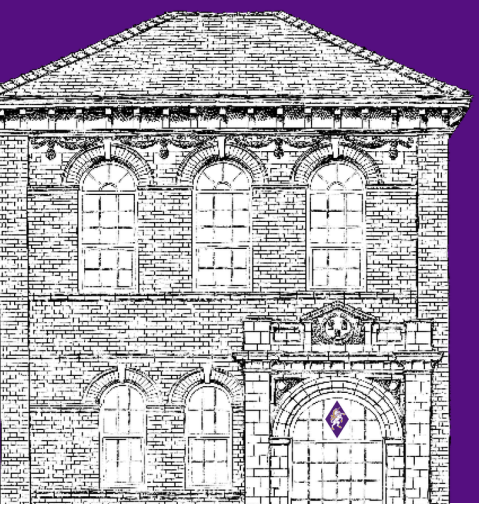
Everyone is part of a team at Sale Grammar School and we place great emphasis on working and living together as a genuine community where each individual is equally valued and respected. We treat everyone with kindness, actively building effective relationships underpinned by mutual trust and respect, whilst seeking out opportunities to celebrate the success of both ourselves and others.

As a member of staff here at Sale Grammar School, you will join a team of committed individuals who are supportive of each other. We have an excellent Career and Professional Development Offer which includes a comprehensive, in-house training programme for both Teaching and Support Staff.

I do hope that once you have read the information here that you are interested in joining our school. If you would like to visit the school, then please do contact Mrs Witterick on office@salegrammar.co.uk and she will be able to arrange a visit for you.

With my very best wishes

Rebecca Smith
Headteacher



Our School

Sale Grammar School is an oversubscribed, selective 11-18 State Grammar School situated in Sale which is in the Trafford Borough. We are a Single Academy Trust and more information about our School can be found on our website at www.salegrammar.co.uk as well as on our X feed @SaleGrammar

"Leaders have won the trust of staff, parents, carers and pupils."

The IT Technician will join our exceptional Support Staff Team and will be directly line manged by the School's IT Manager. They will work within the team to ensure the smooth running of the IT systems across this 11-18 school. By providing advice and support to all members of the school community, maintaining equipment, contributing to media and providing general day to day support of the school's IT systems, they will play a key role in making sure that the school's vision can be realised.

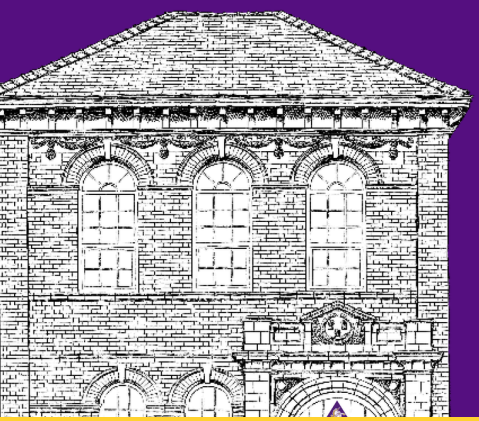
"Pupils' learning experiences are enhanced especially well by a comprehensive extra-curricular programme."

The school offers an excellent education to all its students through the curriculum that it offers, alongside the wider opportunities for its students and its strong pastoral care. Across the school there are over seventy different extra-curricular clubs and activities that our students can take part in, and the uptake across our entire student body is very high. These activities are offered by both Teaching and Support Staff, providing the opportunity for our Support Staff to get involved in the wider aspects of the School.

"Staff appreciate the consideration that leaders give to their workload and well-being. They spoke highly of the training that they receive to enhance their delivery of the curriculum further. "

There is a strong culture of wellbeing which permeates throughout the school. Through active stakeholder voice, we have worked together to initiate a range of workload reduction strategies for all staff. We have a clear mental health and wellbeing policy which outlines support for both students and staff. The offer includes access to an Employee Assistance Programme as well as clear HR Policies such as our Flexible Working Policy. Other benefits also include free tea and coffee, access to a Childcare Voucher Scheme and a Cycle to Work Scheme. In addition, there is an extensive CPD programme to support staff at all stages in their career.

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The Job Description

IT Technician

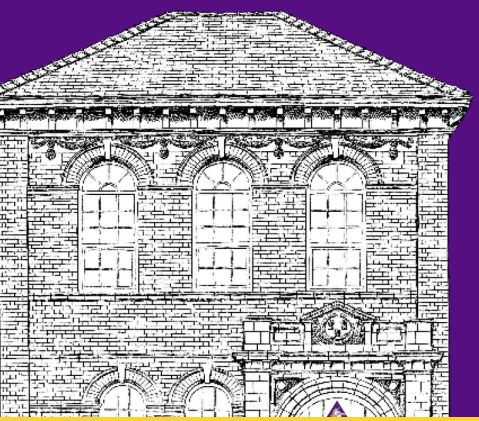
Job Purpose

The IT Technician is a member of the IT Department and plays a key role in ensuring the smooth running of the IT systems across this 11-18 school. The post-holder will provide advice and support to all members of the school community, maintain equipment and provide general day to day support of the school's IT systems. They will be an excellent communicator and be committed to working within the school's values and virtues to ensure the effective delivery of the school's vision.

The following duties and responsibilities are designed to produce an effective and productive working arrangement for all clerical staff. They are not designed to isolate staff to particular areas of the school and flexibility and initiative must be used in cases of holidays, sickness and emergencies.

Main Duties and Responsibilities

• To support with ensuring staff understand how to appropriately log Helpdesk issues, and to monitor the Helpdesk System.
• To respond to logged user helpdesk tickets, ensuring that incidents and requests are prioritised accordingly and resolving issues independently or seeking support with more complex requests, ensuring that staff are kept up to date in relation to their requests.
• To support in the creation, maintenance and deployment of Windows images, and updates across the entire IT infrastructure.
• To support with the installation and maintenance of IT hardware on the school network.
• To support with the installation and maintenance of software on the school network, ensuring licence compliance.
• To support with ensuring all mobile devices are encrypted where possible and kept up to date with system patches and anti-virus.
• To support in the monitoring of daily backup routines on network servers to ensure all backups have completed successfully.
• To support with ensuring ICT safeguarding practices are carried out by monitoring internet filtering systems and classroom monitoring software.
• To support with registering student and visitor devices onto the BYOD network.
• Assist with use of CCTV and maintain a log of requests.
• To support with set up, maintaining and removal of user accounts on all network and cloud services.
• To provide first line technical support for cashless catering and liaising with the support company as required.
• To support in the monitoring and maintenance of network switches and wifi infrastructure.
• To support with Office 365 Administration and Active Directory Management.
• To support with installation, maintenance and upgrade of the school anti-virus software on all devices.
• To support with ensuring the online asset register is kept up to date, and carry out appropriate inventory checking as required.



The Job Description

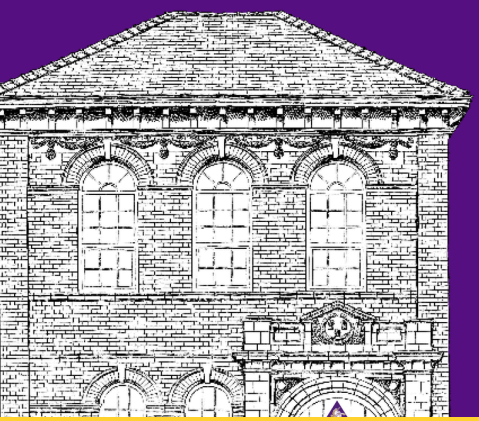
IT Technician

• To support with installation of network cabling as required.
• To support with the staff and student biometric registration.
• To support the ICT Manager in managing IT projects as required.
• To support with sourcing quotations for IT equipment and services in line with financial policies.
• To support with ensuring that IT user guides contained within the Operational Handbook are kept up to date.
• To support with ensuring protocols are followed in relation to the booking and release of ICT equipment checking all equipment is returned after use and media is removed.
• To support setting up a variety of forms of IT and media for examinations and other situations.
• To support as required with evening events which require IT support.
• To support in setup, operation and maintenance of all stage lighting and audio equipment and arranging repairs when required.
• To support staff and students in the creation of media which supports the curriculum and/or the school.

Other Responsibilities

• Support the IT and Communications Administrator as required.
• To be aware of and comply with all policies and procedures including those in relation to safeguarding, equal opportunities, health, safety, security and GDPR, reporting any concerns, in order to maintain a safe and secure environment for all
• To work within the school's vision, values and virtues at all times.
• Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
• To act as a first aider in school.
• To support and cover in reprographics area when required.
• To carry out break and/or lunch duties and have an involvement in other associated duties, as requested.
• To take part in Performance Management and CPD activities.
• To comply with and follow all other school policies and procedures.
• Any other reasonable requests from the Headteacher.

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. All support staff are expected to assist colleagues when required and to carry out any other duties as reasonably directed by the Headteacher or their representative. The job description will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher or representative. We are committed to the safeguarding of children and DBS checks will apply to this post

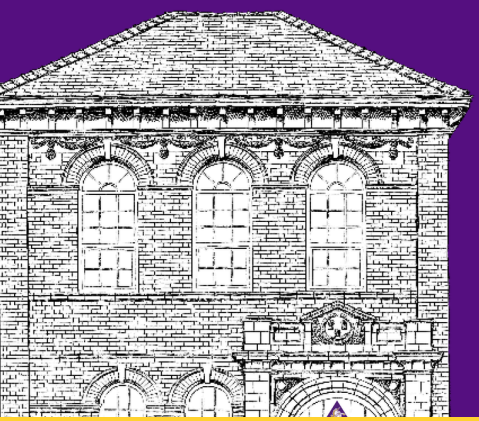


Person Specification

IT Technician

Qualifications, Qualities and Attributes	*Essential*	*Desirable*	*Evidenced by*
Qualifications			
GCE/GCSE Maths and English grade A-C or equivalent	✓		Application
Degree Level or Equivalent		✓	Application
Qualifications gained through professional development/on the job training activities		✓	Application
Knowledge/Understanding/Skills/Abilities			
Knowledge in the use of the Schools Information Management System (Bromcom)		✓	Application/Interview
Experience of Windows network development and maintenance, install and configure network switch's		✓	Application/Interview
Experience of Microsoft Windows serve management setting up and maintaining network services such as DNS. DHCP, IIS, WSUS, WDS and Active directory		✓	Application/Interview
Knowledge of Microsoft Windows and Office professional applications	✓		Application/Interview
Experience in the running of an ICT helpdesk support system		✓	Application/Interview
Experience of setting up and configuring computers (Windows 11)	✓		Application/Interview
Experience of PC maintenance	✓		Application/Interview
Experience of creating and rolling out workstation images using Windows Deployment services		✓	Application/Interview
Experience of office 365 administration		✓	Application/Interview
Understanding and knowledge of the importance of PC security	✓		Application/Interview
General/Personal Qualities and Characteristics			
An effective team player who can think and work independently without supervision	✓		Application/Interview
Possess strong interpersonal skills and able to exercise diplomacy when appropriate	✓		Application/Interview
Able to work under pressure and keep calm in a crisis	✓		Application/Interview
A commitment to the school's values and vision	✓		Application/Interview
Willing to be flexible and support colleagues	✓		Application/Interview
Able to retain confidentiality at all times and follow all safeguarding processes	✓		Application/Interview
Committed to continued professional development	✓		Application/Interview

We are committed to the safeguarding of children and DBS checks will apply to this post



Additional Information

If you have any general enquiries about the job, please direct these to Mrs Paula Witterick by emailing office@salegrammar.co.uk

How to Apply
All applications must be made using the School's application form which can be found on the school website on our 'Vacancies' page. Please note that we do not accept CVs.

You should return your completed application to Mrs Paula Witterick by emailing jobs@salegrammar.co.uk

The closing date for applications is clearly outlined on the advertisement. We are unable to accept applications after the deadline has closed.

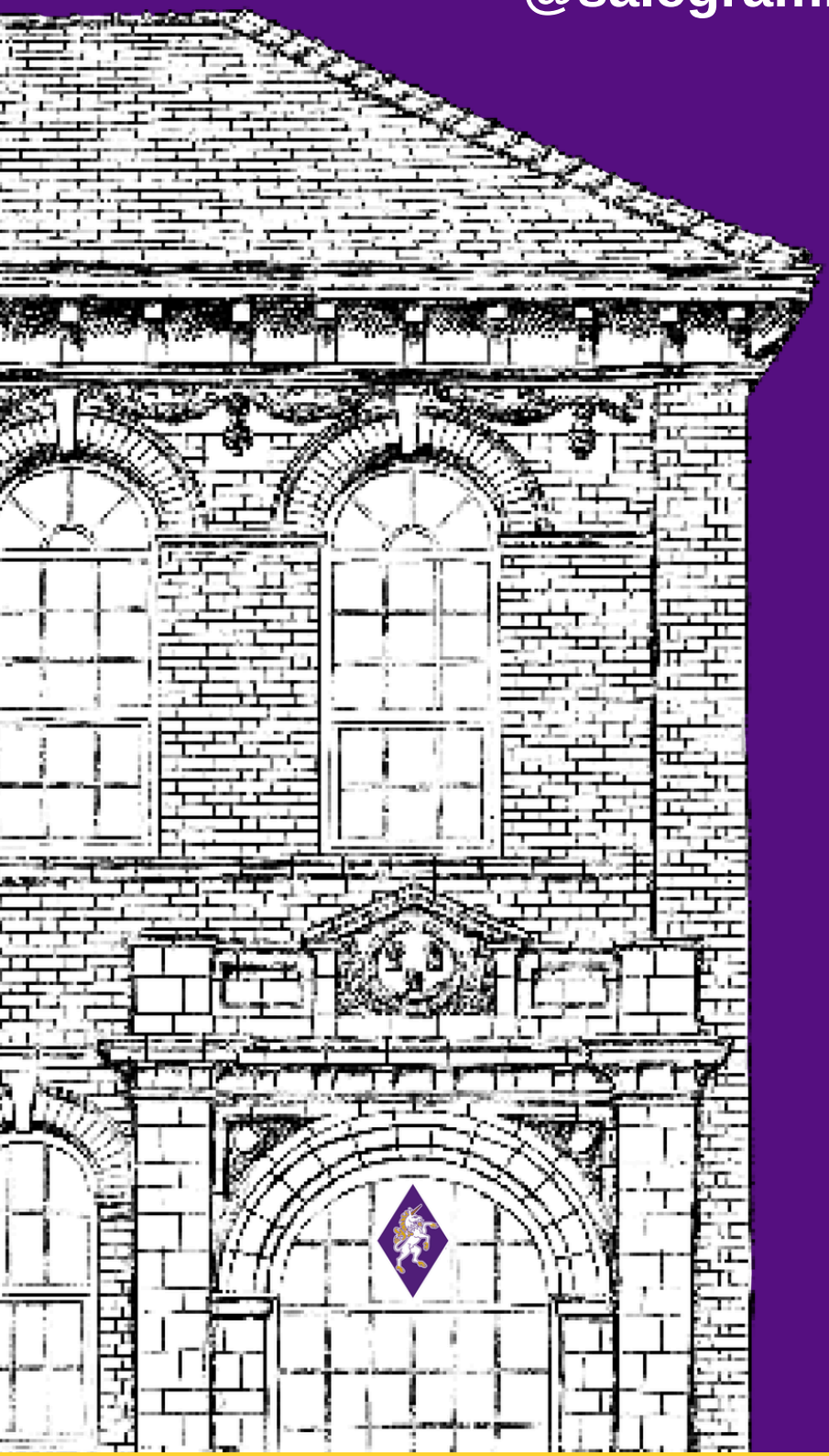
Timeline for Interviews
All completed application forms will be reviewed by the recruitment panel and a short-list of candidates will be drawn up. Successful candidates will be notified and invited for interview as soon as possible after the closing date. Please note that we are unable to provide any feedback on applications.

Safeguarding Commitment
Sale Grammar School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our values and virtues.

Thank you for your interest in this post.

www.salegrammar.co.uk

@salegrammar



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