

achieving **Success** for all



Candidate Information Pack
IT Technician



Welcome

Thank you for your interest in the post of IT Technician currently advertised at Churchdown. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you - a role where you would be happy, thrive and make a valuable contribution to our community.

Churchdown never stands still. Our school is part of the SSAT Leading Edge – a group made from the highest performing schools nationally. As a Leading Edge school, we are able to share the best educational practice. This means that we will never stand still as a school and always seek to improve. Through working with the best educational leaders in the country, we have taken a number of excellent strategies which you will find in our school - such as ensuring teachers are under allocation to help ensure well-planned lessons, and adding more INSET days to support quality planning for our students: we passionately believe professional practice is vital to our proud profession.

Similarly, if you visit some of the schools in our national network, you will also see elements of Churchdown in them – such as our simple strategies to achieve distraction free classrooms and our careers programme which has seen more Oxford and Cambridge candidates than ever before. Working in this way has resulted in our students achieving excellent Progress 8 scores and value added at KS5 – results that put us in the top 3% of all schools nationally. Our attendance figures are also significantly above national figures. This is a headline we are particularly proud of; it tells us that the students value their school and value their time here.

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. Collective actions from all of us are carried out with excellence every day for our students. As a result, we provide a school that allows every student to achieve far beyond what they even dreamt was possible.

Our students deserve the best and proudly I can say as headteacher that we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something by calling them by their name and asking if they are ok today; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. Could that someone be you?

I hope this is an insight which inspires you to apply for the post of IT Technician. Please do call the school to speak with me so you can decide if Churchdown really is a place you can develop your career. It would be my pleasure to tell you more about our school, discuss this role and find out more about you.

David Potter



Headteacher



Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of **integrity, resilience, respect, ambition and friendship**. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

Employee Benefits

- Car Salary Sacrifice Scheme
- Onsite parking and cycle storage
- Cycle-To-Work Scheme
- Free Flu Vaccines
- Free access to school fitness suite
- Dry cleaning delivery service
- On site car valet service
- Family-focused leave
- Discounted Nuffield Health gym membership
- Subsidised, onsite exercise classes
- Comprehensive Free Employee Assistance Programme
- Free onsite financial advice clinics
- ...and more!

JOB DESCRIPTION

JOB TITLE: IT Technician

CONTRACT DETAILS

SALARY SCALE: SCP18 (£25,584) to SCP23 (£28,624)

HOURS: 37.5 hours per week FULL TIME (Monday to Thursday 0800-1600 Friday 0800-1530)

RESPONSIBILITIES:

- To maintain and develop the school's IT resource for safe, effective use by the pupils and staff;
- To support and advise pupils and staff in the appropriate use of IT;
- To provide the first and second level of technical support to users relating to all IT, telecoms and AV equipment;
- To install new IT equipment, operating systems and software as directed;
- To maintain network access rights including creating individual new user accounts and disabling old ones;
- To undertake daily, weekly and monthly, routine and non-routine checks, maintenance, and fault investigation;
- To assist with the provision and support of IT equipment associated with assemblies, meetings and other presentations;
- To assist with the preparation of IT equipment for open evenings and other events that may occasionally require out of hours working;
- To maintain and repair IT equipment, liaise with third-party maintenance and repair companies or seek specialist assistance in order to ensure safe and efficient operation;
- To diagnose and resolve workstation operating system and software problems, independently where possible, but seeking advice when necessary;
- To assist in the daily and monthly backup routines;
- To ensure the safe storage of equipment, materials and the disposal of waste and hazardous material in line with relevant regulations, guidelines and school procedures;
- To maintain records of stock (including annual stock taking) and loans of equipment and materials, identifying when new stock is required and taking receipt of stock deliveries;
- To ensure the maintenance of the fixed asset register for IT;
- To maintain the IT knowledge base on SharePoint to make sure it is up to date;
- To assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post;
- To provide assistance where required within a classroom environment, with bookings for equipment and delivering these devices to the requested classrooms;
- To assist in the maintenance and installation of the school CCTV cameras in conjunction with third parties;
- To assist in the maintenance and installation of the school's access control system and associated peripherals in conjunction with third parties;
- To work within the requirements of Data Protection and GDPR at all times;
- To assist with staff training in IT;
- To provide assistance in the running of school exams requiring IT resources, including checking an IT provision is working prior to an exam, setting up the required resources and offering assistance to issues that may be presented during an exam.

PERSONAL SPECIFICATION

The successful candidate must:

- enjoy working with young people and be committed to providing students with a first-class education;
- have personal integrity and the drive to do what is best for the students;
- be a team player;
- be proactive;
- have the capacity to work hard and under pressure;
- be a good communicator;
- have strong numeracy and literacy skills;
- have good ICT skills;
- have ambition;
- have a sense of humour!

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

Why Churchdown?

Click [here](#) to find out more about
a career at Churchdown School.



