



KINGSBURY HIGH SCHOOL

spectemur agendo



SENIOR IT & COMMUNICATIONS OFFICER

Candidate Information Pack

FEBRUARY 2024

About Kingsbury High School

KHS is a large 12 form entry 11-18 split site school with a vibrant learning environment with a strong community ethos. We are situated in an Inner London location, but with an out of London feel; the site is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students.



Alex Thomas (Headteacher)

Kingsbury High School has many strengths and a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by the School motto, *spectemur agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to respect themselves, others and the environment.

Our students gain excellent examination results in both GCSE and across the Sixth Form. In our most recent inspection Ofsted again rated the school as “good”. Equally, the school is very proud of the way it has achieved these outcomes and the rounded education it offers to its students. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and the Village (special) School.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

For further information, details about our school and other events at KHS, please visit our website: www.kingsburyhigh.org.uk

Our Ethos and Values: The Kingsbury Way



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p>

Our Staff Benefits

Free On-site Parking	Weekly Staff Treats	Cycle-to-work Scheme	Staff Tea / Coffee
Local Government Pension Scheme	Employee Assistance Program	Staff Social Events: Christmas Lunch Summer BBQ	Commitment to Continued Professional Development

Job Description

Reports to: Head of IT

Salary Scale: Support Staff Pay Scale PO1 Point 28–31 (£36,648–£39,186)
plus London Weighting (£2,175) plus London Weighting (£2,175)

Contract: Permanent/Full Time

Deadline for Applications: Friday 23rd February 2024

Please note that early applications are encouraged as we will be reviewing them as they come in. First stage interviews will take place virtually as suitable applications are received.

Proposed Start Date: Immediate Start

MAIN PURPOSE OF JOB

KHS are seeking a committed and enthusiastic Senior IT & Communications Officer to join our vibrant school. The post holder of this role is responsible to the Head of IT & Director of Resources for the maintenance and administration of the School's Computer Networks, providing on-going technical and developmental support to both curricular and administration areas. In the execution of duties, the post-holder will be expected to liaise effectively with the manager of curriculum and administrative areas.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this post will be carried out in accordance with Whole School and Departmental policies and regulations (including Statutory regulations), and will include the following:

- providing effective maintenance and support for designated administrative networks
- providing 'on call' support to both school sites
- providing help and technical support within the School's planned computer development programme including carrying out hardware and software upgrades
- maintaining adequate security and back-up procedures for administrative systems
- providing technical support in the development of School based ICT Projects
- undertaking other duties and responsibilities as directed by a designated Line-Manager.

Service smooth enough for very busy professional staff. Ensure that a smooth service is provided to our busy professional staff and our students in the following operational areas: Networking infrastructure (switches etc.)

- Wireless network infrastructure
- Domain servers
- Virtualisation
- Microsoft Exchange
- Microsoft Endpoint Management
- Firewalls

Job Description—Continued

- Hardware and software required for teaching and learning, office working and other school activities
- Internet
- Email
- DBA on SIMS
- Fixed line telecoms
- Mobile telecoms and smart phones
- EPOS and other payment systems
- School website
- Reprographics
- Projection and display equipment
- CCTV
- Network attached facilities infrastructure including fire alarm and boiler systems
- Security access control systems, including gates and doors

GENERAL RESPONSIBILITIES (Common to all Support Staff job Descriptions)

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose
- Participate in training and development, activities and programmes, and attend and participate in meetings as required
- Assist with first-aid for students and staff, including looking after sick students and liaising with parents and staff
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils
- Undertake these duties within agreed school objectives, policies and procedures and promote the Schools Equal Opportunities Policy
- To present a positive impression of the school in all encounters with visitors or on school visits
- To respond calmly to the challenges of school life

Person Specification

Experience & Desired Certification

- Experience in maintenance of Microsoft Server 2016/19+ and Windows 10/11 client side
- Experience with configuration and maintenance of network endpoints, core and centralised wireless infrastructure
- Experience with print management solutions
- Experience with other network attached systems such as CCTV, access control, alarms, heating
- Experience with VMware
- Experience providing desktop support to staff with a range of IT skills levels
- Experience setting and monitoring standards (including SLAs)
- Experience of IT governance
- Experience delivering an excellent level of customer service, including consulting with customers, asking regularly for feedback and acting upon that feedback
- Experience managing projects and change
- Industry certifications such as: Microsoft, CompTIA A+/Network+, VMWare, Cisco CCNP

Knowledge, Skills and Abilities

- Excellent understanding of what makes great customer service.
- Excellent understanding of desktop and other school IT environments
- Good communication skills, both written and oral, are necessary to engage effectively with customers, students and staff
- Ability to work calmly under pressure and changing circumstances, demonstrating a high level of professionalism, patience and efficiency at all times
- Strong attention to detail
- Ability to prioritise work under pressure to meet tight deadlines, self-motivated and flexible
- Innovative, creative thinker, open to possibilities and potential and able to then assess the viability of options and communicate recommendations and reasoning
- Leadership and management skills.

Equal Opportunities & Safeguarding

- A clear understanding of current social and educational issues, developments and their likely impact on teaching and learning
- A commitment to, and understanding of, safeguarding and promoting the welfare of our students
- A commitment to Equal Opportunities and an understanding of the implications of working in a fully inclusive school

Safeguarding / Safer Recruitment

Kingsbury High School is committed to the safeguarding of children All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

Online Search

Shortlisted candidates will be subject to Social media background checks. The purpose is to identify any matters that might relate directly to Kingsbury High School's legal duty to meet the safeguarding duties set out in KCSIE. Candidates will get the chance to address any issues of concern that come up during the search at interview.

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act, 1974)

Advert Close

All vacancies close at midnight unless otherwise stated.

How To Apply

To apply for this role directly, we ask that you complete the following documents:

- KHS Application Form—Support Staff
- KHS Self Declaration Form
- KHS Equal Opportunities Monitoring Form

Please send the completed documents with the job role you are applying for in the subject line of the email to:

khsvacancies@kingsburyhigh.org.uk

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your request, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 0208 206 3000

