

# SENIOR IT TECHNICIAN

£35,000 – £45,000

## Harris Federation

### How To Apply

Please visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk) to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

### Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [\*\*Policy Statement on the Recruitment of Ex-Offenders\*\*](#).

## About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

## Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

## Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

## What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

## From Our CEO

*We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.*

*We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.*

*The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.*

*As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as ‘outstanding’, and all of us are committed to growing our expertise and sharing it with each other.*

*Sir Dan Moynihan  
Chief Executive*

## Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

## Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

## Job Purpose

The role involves overseeing IT support services and project-related activities at all Secondaries sites. As a roaming technician, you will provide flexible support to cover short-term absences, vacancies, or to offer additional assistance as needed. This approach ensures the continued delivery of high-quality, ITIL-aligned IT services to our customers.

The successful candidate will provide support across the following Secondaries sites: HAF, HAGR, HARI, HAR/HR6F, HACH, and HAOC.

## Main Areas of Responsibility

- To provide high-quality technical IT support, advice and guidance, in accordance with ITIL and Harris principles, to Head Office staff as well to staff and students at our academies as required.
- To ensure that all IT Support needs are logged appropriately on the Service Management system.
- To retain ownership of Academy IT Support tickets and ensure staff are regularly informed of the status of their support ticket.

- To ensure that IT support tickets are resolved within the target resolution time as dictated by the Service Level Agreement.
- To re-route or escalate IT support tickets to the appropriate team as necessary and work with 3rd line support, Project Managers and other stakeholders to achieve resolution.
- To identify, implement and document workarounds for desktop related problems within the Knowledgebase.
- Identify recurring IT incidents and perform root cause analysis to identify the underlying cause. Notify the key contacts within the Federation and Academies under your care on detection of a major incident affecting the service or our ability to deliver a service

### **Service Support**

- Image, deploy and maintain Windows 11 based PCs, Laptops, Tablets, as well as Apple OS iMacs and iPads.
- To install, configure and maintain computer peripheral equipment such as multifunctional printers, Interactive whiteboards (IWB's) and Projectors, ensuring that this hardware is regularly tested and ready for use when required.
- To install and test new software and software updates / upgrades, ensuring compliance with software licensing regulations at all times.
- To install, configure and maintain VoIP telephones.
- Work with Primary Roaming Technicians where necessary and provide 2nd line support for more complicated issues as and when required.
- Familiarise yourself with the network infrastructure (cabling, patch panels, switches, etc.) and associated documentation at the Academies in your care.
- To ensure that the server and network infrastructure at the Academy is regularly checked and maintained in accordance with Harris best practice and procedures.
- To work with the IT Service Delivery Manager and Infrastructure team to support the on-site infrastructure elements such as physical & virtual servers and networking devices to ensure the availability and security of the network, data and applications.
- To administer Active Directory user login accounts, Distribution and Security groups to ensure that staff receive credentials in a timely fashion and have appropriate access to the data and resources they need.
- Maintain communication between Federation and Academy IT Support staff, Service Managers and Academy SLT to ensure that all specific Federation and local academy requirements are met.

## **Additional Areas of Responsibility**

### **Information & Cyber Security**

- Champion strong Information and Cyber Security practises as detailed in policy. Promoting good cyber hygiene and acting as a conduit between the academies and central team.
- Support the Information and Cyber Security teams with security events and incidents as requested.
- Get involved, support, and enable Information and Cyber Security training and awareness initiatives.
- Other

- To be a “floating” Technician and cover short term absences and vacancies, or as an extra pair of hands when required and directed.
- To act as a project team member on projects managed by other members of the Group IT team and or local academy as appropriate.
- Ensure that the IT Asset Database and CMDB is kept up to date and that the Federation has licences for all software in use at any time and maintain documentary proof of this.
- Ensure that all hardware, software and services purchased meet the specifications laid down by the Federation / Academy and are in accordance with Budget and GDPR.
- Prepare conference / meeting rooms and related IT and Audio-Visual equipment needs for assemblies, large meetings, training sessions or other events, e.g. Governors meetings.
- Provide out-of-hours support from time to time for the above meetings as well as when required to complete project work or other time critical tasks.
- Liaise with vendors, partners and service providers as appropriate to obtain quotes or to resolve issues as required.
- Any other duties as may be reasonably considered to be within the grade and remit of the post.

## **Federation Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend Federation events
- To promote actively the Federation’s corporate policies
- To adhere to the Federation’s Dress Code
- To comply with the Federation’s Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education and the academy’s Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants

or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## Person Specification

Area	Essential
<b>Qualifications, Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• A confident communicator at all levels, with excellent verbal and written communication skills.</li> <li>• You must be self-motivated, with a can-do attitude and a strong commitment to delivering results on time and to a high quality in a fast paced, constantly changing environment.</li> <li>• Ability to self-manage, organise, and prioritise tasks and work under pressure during troubleshooting and problem-solving.</li> <li>• You must be professionally presented, flexible, adaptable and capable of handling the various pressures and demands associated with this highly customer focussed ICT support role.</li> <li>• Good knowledge of Microsoft products, including Office 365 and SharePoint, Apple OS and other desktop related software products. Excellent troubleshooting and resolution skills, backed by a clear, analytical approach to problem solving.</li> <li>• Ability to react quickly and effectively to issues and opportunities.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant, recent experience in a similar, ITIL aligned, IT support role, preferably in a school or other educational environment.</li> <li>• Current, in depth experience of supporting Windows 10 PCs, laptops and tablets.</li> <li>• Recent experience of supporting Apple products, including iMacs and iPads, in an educational environment.</li> <li>• Proven experience of supporting Microsoft products, including Office 365, SharePoint, and other desktop related products.</li> <li>• Current, proven experience of Active Directory, including the administration of User accounts, Distribution and Security Groups within a Windows Server Active Directory.</li> <li>• Proven track record in working to strict timescales and of working with staff at all levels.</li> <li>• Experience of delivering small projects, management of scope and customer expectations.</li> </ul>
<b>Federation Ethos</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to the achievement of the Federation's overall vision for success at all levels</li> <li>• Motivation to work with children and young people</li> <li>• Ability to build &amp; sustain professional standards, relationships &amp; personal boundaries with young people</li> <li>• Emotional maturity &amp; resilience in dealing with challenging behaviours</li> <li>• Ability to contribute towards creating a safe &amp; protective environment</li> <li>• Empathy with the aims and objectives of Harris Federation</li> <li>• Willingness to continue professional development</li> <li>• Commitment to maintaining high standards &amp; expectations</li> <li>• Commitment to contributing to academy life as a whole</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li> </ul>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities

2. Health and Safety
3. General Data Protection Regulations and Data Protections Act (2018)
4. Safeguarding children

## Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

## Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

## Help and Support

For our Help and Support completing your application, visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk)

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