Job Application Pack

IT Technician

Salary	**Scale 6 to SO1 depending on experience (£24,982 - £27,741)**
Hours	**37 hours/week – all year round**
Closing date	**Thursday 1st July 2021 @ 9:00 am**
Interview date	**TBC**

THE GARIBALDI SCHOOL

PRIDE · RESPECT · ACHIEVE

A message from the Head of School

Thank you for your interest for the role of **IT Technician** at The Garibaldi School.

I am proud to be the Head Teacher of a school that truly cares about the students. Our philosophy, culture and ethos is clear and ensures that effective partnerships are established between staff, students, parents and the local community.

Staff development and wellbeing is also important to me. It is imperative that students succeed; however, this is also important for staff too. Staff will receive appropriate and effective professional learning opportunities to enable them to flourish. This will role model to students that we are all lifelong learners.

This, alongside effective packages of induction, mentoring, support and professional development, as well as being automatically subscribed to the Westfield Health cash back plan, demonstrates our commitment to staff wellbeing.

The Garibaldi School is judged to be good by Ofsted in all areas, with high expectations, standards and aspirations of staff and students. We are constantly reflecting and refining our practice in pursuit of outstanding. The school is well considered in the local community.

Applications for places in Year 7 are regularly over our published admission number. As a result, we have increased our PAN to 175 students per year group. There are extensive waiting lists for places at the school to become available. Our sixth form is popular and we offer a range of courses post 16 to appeal to a wide audience.

Students achieve well; In 2019, The Garibaldi School was ranked in 1st place in Mansfield and 6th overall in Nottinghamshire for its Progress 8 results which were +0.47. Progress for disadvantaged students stood at +0.16 compared to a national average of -0.45.

We regularly review our curriculum to ensure that is it fit for purpose, challenging and aspirational. Our curriculum is designed to ensure students are equipped with the knowledge, skills and characteristics to be successful in a broad range of subjects and that what they learn, can be applied throughout life, and not just used for passing exams.

Our Mission Statement states that we:

"Create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life."

Over the last three years, the staff survey reports that 100% of staff say that "Garibaldi is a good place to work" and 100% say "They would recommend the school to others".

To find out why, I encourage potential applicants to visit the school and talk to our staff and students firsthand about what "Garibaldi Life" is like.

Further details about the school can be found on the website www.garibaldischool.co.uk

I look forward to receiving your application and meeting you in the future.

Yours sincerely

James Aldred
Head of School

Overview of the Trust

The Garibaldi School is a member of the Nova Education Trust. www.novaeducationtrust.net Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our Ethos is based on three key words:

Pride Respect Achieve

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in a way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

Achievement

At The Garibaldi School we believe that examination success allows our students to make the very most of their lives coupled with extraordinary compassion and support.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications. As well as academic qualifications, we teach students the personal skills/characteristics required in life to be successful.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide every child with the very best educational experiences.

Should a student require additional support, The Garibaldi School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

In 2018/19, the school was ranked as the best school in Mansfield and 7th best school in Nottinghamshire for its Progress 8 figure of +0.47.

The school is designated as a Leading Edge school in recognition nationally for the achievement of the students and our creative approaches to education.

Extraordinary Compassion and Support

We pride ourselves on the quality of care, guidance and support given to individual students. All students are treated as individuals who are well supported and nurtured over their time here.

All students have a mentor and a Student Services team to support and guide the students.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as a first point of contact between school and home. There are regular updates of students' progress through termly reports and a Parents Evening.

Students' attainment and well-being is closely monitored, ensuring that they are recognised when they succeed but also supported when things are more challenging.

Curriculum

KS3

Year 7 and Year 8 students are taught a balanced curriculum of English, Maths, Science, Computing, Spanish, Music, Physical Education, Performing Arts, Art, Design Technology, Food Technology, Geography, History and PSCHE/Citizenship. Students are placed in sets for English, Maths and Science according to KS2 SATS results and this is reviewed regularly with standard assessments within core departments.

In Year 8, more subjects introduce sets based on standard assessments and prior learning from year 7.

Support for students with learning difficulties and disabilities (LDD) is provided by teaching assistants within mainstream lessons or as a targeted group based in the Student Support Department.

On some occasions, there is also a small amount of short term withdrawal targeted towards those individual students or small groups who most need it, delivered by a teaching assistant based in Student Support.

KS4

All students receive a core provision and study GCSEs in English Language, English Literature, Maths and Trilogy Science (double award). There is a core provision of PSCHE and PE. Students then choose 4 options which begin in Year 10 to study over two years.

Staff Well-being and Welfare

The school contributes to the Westfield Health Scheme for all members of staff, which covers a range of services including dental care, optical care, health screening advice and 24 hour counselling services.

Teaching staff are eligible to join the Teachers' Pension Scheme and support staff are eligible to join the Local Government Pension Scheme.

All teachers receive a 10% reduction in timetable for planning, preparation and assessment.

Safeguarding and Child Protection

The Garibaldi School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff joining Garibaldi will be subject to an enhanced DBS check.

The Garibaldi School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with the Trust child protection policy.

Application details

Thank you for your interest in this vacancy at The Garibaldi School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.garibaldischool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Job Description – IT Technician

LINE MANAGED BY: BUSINESS OPERATIONS MANAGER

General Duties:

During the day to day operations of the school the post will provide a pro-active support role, aiming to prevent faults before they occur. A focus on the preventative actions would include completing daily checks to ensure that all equipment is ready for the days learning.

IT provision may be required at the Meden School when necessary.

When the unfortunate does occur, and the school does experience a problem the post holder will need to provide an initial diagnosis of the problem and either resolve the problem or escalate to the 2nd line team. The 2nd line team will work with the post holder to bring the problem to a speedy resolution.

Responsibilities:

1.   Take ownership of helpdesk tickets and ensure staff are informed of the status of their request

2.   Escalate incidents to the appropriate person or team when required and work with 2rd Line Support to achieve a resolution

3.   Identify and document workarounds to IT related problems, seeking approval for work arounds from 2rd Line support

4.   Provide an excellent level of support to all stakeholders of the school across multiple areas including, Windows, Office365, iOS and Chromebooks

5.   Work in conjunction with the Trusts IT to rollout updates and developments to the schools infrastructure

6.   Ensure availability of end user IT equipment such as Printers, Projectors, TVs, Computers, Tablets, Laptops, etc.

7.   Provide support to the staff and students for the use of the software and hardware available in school

8.   Assist with the creation and updating of the school IT documentation

9.   Work within the requirements of GDPR

10.   Provide support of audio-visual resources as required

11.   Install and maintain hardware and software as directed

12.   Maintenance of the School digital signage (not content)

13.   Assist with the maintenance and monitoring of the school's infrastructure

14.   Monitor students' activities in the classroom, blocking inappropriate content and removing un-authorised software

15.   Maintain a stock of consumables and spare equipment

16.   Maintenance of the school CCTV system

17. Maintain an inventory of IT Assets, completing termly room checks and a full annual audit

18. Complete Daily, weekly and annual checks on the IT Equipment as part of a proactive maintenance process

19. Assist staff with Video conferencing equipment

Be aware of relevant issues and ensure the safeguarding of the welfare of students

To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times in in accordance with the school's policies and procedures

To report any causes for concern relating to the welfare and safety of children to the designated person and the Head Teacher or if unavailable the designated safeguarding governor or a member of the Senior Leadership Team

To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health and Safety legislation

Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

Factor	Essential	Desirable
Qualifications	• GCSE A*-C (or equivalent) in English and Maths.	• A-Level (or equivalent) in a Computing subject • Qualification or Certification in a Computer subject (MCP, MTA, CCNA, Network+, etc) • Computer Programming
Experience	• Experience of working in an ICT Support role • Or Apprenticeship role	• Experience of working in an educational setting • Experience of working in an ICT Support role
Skills and Knowledge	• Good knowledge of Windows Client and Server technologies • Knowledge of LAN technologies such as VLANs • Ability to seek out problems and correct prior to the problem becoming known to the end user • Friendly and outgoing personality, as a large part of the role will be helping stakeholders • Experience of iOS Devices • Ability to prioritise workloads and work towards deadlines • Capability to work independently and use own initiative when required • Ability to use Microsoft Office Suite	
Personal Qualities	• Ability to work effectively as a member of a disparate team • Able to train and guide stakeholders through technical issues in person, on the phone and via email • Excellent communication skills – written and verbal • Approachable • Ability to establish good working relationships with teaching staff and pupils. • Reliable • Good organisational skills • Able to use own initiative • A commitment to safeguarding and promoting the welfare of young people	