



Alsager School

An Achieving School - A Caring Community

[NOR 1549, including 306 in the Sixth Form]

Required from ASAP

TRAINEE IT Technician

(responsibilities in line with AAAE 5145)

Grade: 3 Scp: 02-04 £18,198 - £18,933 [fte]

**Hours: 37 Hours per week: whole year
(Working Monday – Friday 08:00 – 16:00
(Fridays until 15:30)**

Line Manager: IT Systems Manager

Thank you for your enquiry about the above post. This is a full-time, whole year position based in the I.T. Network Office of this large 11-18 Multi Academy Trust School with 1549 pupils on roll, including 306 in the Sixth Form. We currently employ in excess of 100 teaching and 75 support staff.

The post holder will provide first line hardware and software support to ensure the continuance of a fully operational system of computing and audio-visual devices within the school under the guidance of the IT Systems Manager. An ability to work unsupervised, managing and prioritizing one's own schedule, developing efficient procedures and maintaining equipment to a high standard is vital along with the ability to form part of the existing team.

This post holder will require a good understanding of computer hardware, software, peripherals and audio-visual equipment. A clear logical approach is required in identifying and solving problems and an ability to assist users (staff and pupils), on a school network, working under considerable pressure at times to tight time constraints. The School network core uses mainly industry standard software applications but also runs a vast array of specialist educational titles.

Further details about the School are available from our website: www.alsagerschool.org

Knowledge or experience sought:

- Previous experience in an IT support role
- Previous experience in maintenance, deployment and troubleshooting of networked devices and software, from within an educational environment would be a bonus
- A good working knowledge of Microsoft operating systems and Office

- A working knowledge of Apple operating systems would be advantageous, as would experience working with Microsoft Active Directory and Office 365
- Enthusiastic and competent to work on own initiative without supervision.
- Excellent communication skills with staff and pupils are required to maintain an efficient level of operation within the working environment.

Principal Responsibilities:

1. Provide technical support for users of the school system, ranging from computer hardware, networking, audio visual and application issues.
2. Lead in maintaining Office 365 online collaborative space (training will be given where necessary)
3. Install new software and hardware, when required
4. Assist with the ongoing development of the IT Systems
5. On an occasional basis, PC assembly, installation and network cabling.

Notwithstanding the detail in this outline, in accordance with the School's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

In conclusion:

Alsager School is a challenging, but rewarding, place to work. Staff and pupils work hard together to achieve results well above national averages. Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The Governing Body and Leadership Group constantly embrace new challenges and staff work in teams enjoying the support of their managers and colleagues.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Wednesday, 21st October 2020**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

If you complete an application electronically, you can return your application via email to Mrs. Owen at jobs@alsagerschool.org *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.* All electronically submitted applications will be acknowledged.

Completed application forms should be returned to: Mrs. Ashley Owen



H.R. Manager
Alsager School
Alsager ST7 2HR

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you soon.

Yours sincerely,

Ashley Owen
Human Resources Manager

BPi/ Trainee IT Technician/September 2020

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION



Alsager School
An Achieving School - A Caring Community

Job Title: Trainee IT Technician

Grade: Grade 3

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Previous experience in first line IT Support (minimum of 1 year)	Previous experience in first line IT support in the education field.
Qualifications/ Knowledge	Minimum Level 2 IT Technician qualification or equivalent good standard of general education	One or more IT qualifications
Job related knowledge	Knowledge of computer hardware, software, peripheral and audio-visual maintenance.	Electrical/Electronic service and support. Experience of communications and security systems.
Skills and Aptitudes	Good communication skills. Ability to follow written and verbal instructions accurately, Excellent organisation and time management skills. Ability to work under pressure. Self-motivated with an ability to use own initiative. Ability to manage own workload. Willingness to work hours flexibly. Ability to work as an effective team member. Positive outlook. Energetic and adaptable. Enjoy a challenge. Commitment to safeguard and promote the welfare of children.	Keen to undertake continuing professional development.
Physical Attributes	Good Health record. Good attendance record. Pleasant manner.	Self-confidence. Maturity.



APPOINTMENT OF: Trainee IT Technician

TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a “No Smoking” policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The School’s Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

Alsager School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

Bpi/Trainee IT Technician