



IT Technician

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: Kent Range 5

Full Time / Permanent Post



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 2000 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we were thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre. A new science block and new English classrooms have been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2022 records the average GCSE grade was a Grade 7+. 21% of all grades were 9. 73% of all grades were 9-7. We also enjoyed superb A Level results with 80.3% of our students achieving A*-B grades in 2022. The average was a Grade B+. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The IT Team forms part of the broader support function within the School. Their role is to provide a professional and effective IT service which is reliable, available and fit for purpose, ultimately underpinning and supporting student learning and well-being.

The Post

Job Title:	IT Technician	Reports to:	IT Manager
Team:	IT Department	Start date:	October 2022
Grade:	KR5	Hours:	37 Hours Per Week, All Year Round

Purpose and responsibilities:

- To provide 1st, 2nd and 3rd line support across the Weald ICT estate.
- To be responsible for the day-to-day administration of weald core ICT services, ensuring their confidentiality, reliability and availability.
- To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

Key Duties and Accountabilities

General Tasks:

- To provide 1st, 2nd and 3rd line support across the Weald ICT estate;
- Maintain computer facilities and rooms to ensure a high level of availability and reliability within a good quality environment;
- Contribute to the development of School Website and associated applications & assist in the update of website content;
- Support and develop team members through mentoring and knowledge transfer;
- To manage a detailed and up to date inventory of software and hardware;
- To lead or assist with training sessions when required and develop electronic materials to aid teaching;
- To liaise with staff and students & ensure that ICT requirements for internal events are met, and attend as required;
- Contribute to the introduction of new technologies into the school;
- Contribute to the strategic development and improvement of school services;
- Assist with purchasing; adhering to school procedures on ordering and procurement of goods, ensuring value for money;

System administration:

- User management via windows active directory and associated software;
- User management and access to online services;
- PC deployment using imaging; preparation and maintenance of software, installation, customisation and removal, ensuring that all software operates satisfactorily;
- Day to day administration of Weald core services;
- Day to day administration of the wireless network infrastructure;
- Day to day administration of active directory components, ADFS and Office365;
- Day to day administration of system backups;

- Contribution to IT System documentation, including knowledge base, security policies and cabling and system diagrams, in conjunction with IT Manager;
- Ensuring security of system by updating software and applying patches as they become available; monitoring system log files; managing access control and management of router/proxy/firewall configuration;

Safeguarding:

- Day to day administration of Web filtering ensuring safe and appropriate access for staff and students;
- Production of detailed reports on the use of internet browsers and email systems, as required for safeguarding investigations;

About You (Person Specification)

	Essential	Desirable
Qualifications		
NVQ Level 2 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
Experience		
Experience of working with children in educational settings		✓
Confident user of new technology	✓	
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Strong ICT skills	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Trustees	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Good influencing skills to encourage students to interact with others and be responsible learners		✓
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Knowledge of the varied needs of those with Hearing Impairment		✓
Personal Attributes		
Ability to inspire, challenge and motivate	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Ability to multi-task and work under pressure	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life and values of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 5: £20,595 - £21,693 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Friday 30th September 2022, 9am*

Interview day: TBC

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

