



**TheNorth**  
school

**IT Technician**  
INFORMATION



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Dear Applicant

This is an extremely exciting time to join The North School on its journey to be outstanding.

Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

MRS CLAIR ELLERBY  
Headteacher



# JOB DESCRIPTION



**Job Title:** IT Technician  
**Salary:** SAT 5  
**Responsible to:** School Service Manager / Regional Lead

## **Purpose of the Job:**

To be responsible directly to the Network Manager for the efficient operation of IT and Network functions of the school.

The postholder has day to day contact with the Head of School, staff, students, parents and governors, as well as staff from Swale Academies Trust, other agencies, other schools, the local community and representatives of a wide variety of goods and services.

## **Responsibilities Include:**

- Support School owned technology
- Support School users to meet the academic, pastoral and administration needs of the school or schools
- Install and maintain required software
- Operating system installs and setup
- Enrolling devices
- To repair school owned equipment or arrange repair of equipment with 3rd parties
- Ensure appropriate security is maintained
- Password resets for school systems
- Ensure user accounts (MIS/System/Cloud) are accurate
- Maintaining accurate user accounts and permissions for on prem services
- Monitoring and updating of Trust wide helpdesk queries, take responsibility on tasks or assign to relevant members of staff
- Checking and reporting on equipment levels
- Contribute to Trust resources and knowledge base
- Facilitating contractor arrangements
- Adherence and promotion of School and Trust Policy
- Assist with school website or internal site upkeep
- Undertake training where required
- Assisting with strategic alignment

## **Other Duties and Responsibilities**

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> <li>Educated to GCSE level</li> </ul>	E
	<ul style="list-style-type: none"> <li>A+, N+, Google Foundations, MCSA, Qualifications</li> </ul>	D
Experience of .....	<ul style="list-style-type: none"> <li>Installing and configuring Windows Operating Systems</li> <li>Basic systems maintenance</li> </ul>	D D
	<ul style="list-style-type: none"> <li>Command line software installs</li> </ul>	D
	<ul style="list-style-type: none"> <li>Command line navigation and usage</li> </ul>	D
	<ul style="list-style-type: none"> <li>Windows Permission and sharing control</li> </ul>	D
	<ul style="list-style-type: none"> <li>Software packaging</li> </ul>	D
	<ul style="list-style-type: none"> <li>Gsuite Administration Basics</li> </ul>	D
	<ul style="list-style-type: none"> <li>Basic website or Google site administration</li> </ul>	D
	<ul style="list-style-type: none"> <li>School Experience</li> </ul>	D
Skills and Abilities	<ul style="list-style-type: none"> <li>Effective interpersonal skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work independently and part of a team</li> </ul>	E
	<ul style="list-style-type: none"> <li>Solutions focused approach</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality and Trust</li> </ul>	E
	<ul style="list-style-type: none"> <li>Willingness to support the ethos and vision of the Trust</li> </ul>	E
Knowledge	<ul style="list-style-type: none"> <li>Basic understanding of Network Basics (IP, DNS, DHCP)</li> </ul>	D
	<ul style="list-style-type: none"> <li>Domain basics (AD, GPO)</li> </ul>	D
	<ul style="list-style-type: none"> <li>Helpdesk and task management</li> </ul>	D
	<ul style="list-style-type: none"> <li>Teaching and Learning priorities</li> </ul>	D
	<ul style="list-style-type: none"> <li>Issues around safeguarding of children and child welfare</li> </ul>	D
	<ul style="list-style-type: none"> <li>Gsuite Basics</li> </ul>	D
	<ul style="list-style-type: none"> <li>Server Virtualization</li> </ul>	D

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning  
The North School  
Essella Road  
Ashford  
Kent  
TN24 8AL

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS  
COMPANY NUMBER: 7344732