



Job Pack

ICT Technician

Permanent, Full Time (All Year Round)

Start Date: ASAP

Kent Range 5 (£18,704 - £20,121)



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 1450 students including our co-educational 6th 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 are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style 6th Form Study Centre. Both sites 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 this year. 100% of students achieved Grade 9-5 in English and Mathematics, as well as 51% of all grades at A*-A or Grades 9-7. Our Progress 8 score was +0.5 for the second year in a row. We also enjoyed excellent A Level results with 34% A*-A and 68% A*-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.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

At Weald, 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	Mentoring-Coaching programme
CPD days and a range of workshops	Relevant external courses and training
Performance development programme	

The Team

All Staff are extremely school supportive and work exceptionally hard. Their commitment has secured higher standards across all areas of the school. Teams work effectively and closely within a framework that encourages rigorous self-reflection. All staff contribute to the school's self-evaluation process, the identification of priorities and very importantly the delivery of our ambitious targets. The use of mentoring/coaching approaches has been strengthened and a significant number of ideas have grown through the Investment in Excellence programme adopted. We are all motivated and inspired by the students who have boundless energy and enthusiasm for learning in the classroom. This level of engagement is equally replicated in the way they respond to the vast array of extracurricular activities we offer. Weald of Kent Students "walk the talk" and at any Key Stage they can confidently compile a CV that clearly demonstrates academic excellence and personal success. The ICT Team consists of the Network Manager and two ICT technicians and forms part of the broader support function within the School. Its purpose is to provide a professional, efficient, reliable and cost effective ICT support service which facilitates and enhances teaching, student learning and general administration across the whole school.

The Post

Job Title:	ICT Technician	Reports to:	IT Manager
Team:	ICT	Start date:	asap
Grade:	Kent Range 5	Hours:	37 hours per week, 52 weeks per year

Purpose

- To be responsible for the day-to-day administration of weald core ICT services, ensuring their confidentiality, reliability and availability.
- To provide 2nd and 3rd line support across the Weald ICT estate.
- To be responsible for the core databases and related online services.
- 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.

Accountabilities

General Tasks:

- To provide 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 classroom;
- 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
- PC deployment using MDT; preparation and maintenance of software, installation, customisation and removal, ensuring that all software operates satisfactorily;
- Day to day administration of physical server, virtual server (HyperV, VMware) and network and VOIP infrastructure and related software;
- 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;

Database Management

- Administration and configuration of SQL Server;
- Administration and configuration of SIMS.net;
- Day to day administration of MIS integrated online products;
- SQL reporting and data management;

Safeguarding:

- Day to day administration of Web filtering ensuring safe and appropriate access for staff and Pupils (Lightspeed);
- Production of detailed reports on the use of internet browsers and email systems, as required for safeguarding investigations;
- Daily review of safety captures and escalation where appropriate;

About You (Person Specification)

	Essential	Desirable
Qualifications		
NVQ Level 3 or equivalent or relevant experience	✓	
SQL Server Certification	✓	
Evidence of further professional development relevant to post		✓
Experience		
SIMS.net or equivalent MIS administration and configuration experience	✓	
Experience of working with new technology	✓	
Skills & Knowledge		
Knowledge of the latest developments in ICT	✓	
Able to communicate effectively, orally and in writing	✓	
Able to organise, prioritise and manage workload with efficiency	✓	
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 Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Able to deliver training		✓
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	✓	
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 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 (£18,704 - £20,121)

Benefits:

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

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 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: 24 June 2019, 9am

Interview day: To be confirmed

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

The Governing Body 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.

