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| Job Title | ICT Technician | Job Category | Support |
| Grade & Salary Range | E, (Scale Points 6-8) £19,171.00 - £19,945.00 Per Annum | Hours of Work | 37 Hours Per Week, 52 Weeks |
| Location | Graham School | Travel Required | None |
| Position Type | Full Time, Permanent | Line Manager | Principal |
| Date Posted | 30th July 2020 | Posting Expires | 10th August 2020 |
| Interviews to be held | To Be Confirmed | Start Date | 01st September 2020 |

Application Process

Please complete an application form and submit a covering letter of no more than two sides of A4.

All candidates are advised to refer to the job description and person specification before making an application. Interviews will be held as soon as possible after the closing date.

Completed Applications are to be returned to

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| Name | James Annetts |
| Email Address | james.annetts@northyorks.gov.uk |
| Postal Address | Resourcing Solutions, North Yorkshire County Council, County Hall, North Allerton DL7 8AE |

Hope Learning Trust York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check, medical clearance, satisfactory references and eligibility to work in the UK checks.

For any queries regarding the role, please contact the school directly or alternatively you can contact the HR Team via hr@hlt.academy

ICT Technician, Grade E, Scale Point 6-8, 52 Weeks Per Year

£19,171 to £19,945 Full Time Equivalent Per Annum

I am delighted you are interested in joining the team at Graham School. We have a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the young people of Scarborough and the Yorkshire Coast.

Our motto is 'Grow, Learn and Achieve together' and our aim is that all our students thrive and make good academic progress whilst developing into resilient, confident and respectful young people

In March 2019 we joined the Hope Learning Trust along with our coastal secondary partner, George Pindar School. Hope Learning Trust, York is a growing, successful Church of England multi-academy trust which was established to serve both church and community schools. Hope Learning Trust's vision is "serving others, growing together, living life to the full". We are committed to servant leadership in each of our schools and we are dedicated to the journey of growing together as a family of schools. We want all of our children to have a rich educational experience which will develop them as young people and allow them to flourish.

Graham School is a community in which our teaching and support staff are incredibly passionate about teamwork.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our organisation at all levels; you will never feel unsupported or alone in our Trust.

We all 'Grow at Graham' and all colleagues at all levels are working together to raise aspirations and support our students to make the progress they deserve. The school has a shared sense of purpose and a vision for success which inspires me on a daily basis. If you are appointed, you will join a truly committed body of professionals who really care about our young people.

We are really proud of our school and the progress we are making. Please take the time to come and visit us – we'd love to show you around.

Job Details

All posts at Graham School involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Emma Robins
Principal



Our aims and values

As part of Hope Learning Trust we embrace the Trust vision of **'serving others, growing together and living life to the full'**. These ten words are powerful as they create the environment for academic excellence and the development of the whole child, both of which have equal priority in our minds.

At Graham School our core values are:

- **Honesty**
- **Empathy**
- **Aspiration**
- **Resilience**
- **Team-work**

Our vision is:

- That every member of our community is supported in growing as an individual so that they can achieve their dreams and aspirations
- That we improve the life chances and social capital of all learners through an inclusive approach
- That our community understands the value of education and the importance of embracing opportunities to learn and grow
- That we develop resilient, confident and respectful young people who contribute positively to their communities and who understand their responsibilities as citizens
- That everyone can thrive in a safe, calm and positive learning environment

We will achieve this through:

- A rigorous, broad and varied curriculum which is responsive to the needs of all students and will prepare them in every way for their future
- High quality, inspirational and innovative teaching
- Creative, exciting and memorable opportunities both inside and outside the classroom
- *A culture where diversity is embraced, and tolerance and understanding are promoted*

At Graham School we aim every day to **'Grow, Learn and Achieve together'**.



Our staff

Anjum James Francis is a PE Teacher at Graham School. He moved to the area in September 2019 from Birmingham

Where did you work before and why did you decide to move?

Before I worked in Scarborough, I worked in a leisure centre, coached children and worked as a cover teacher in Birmingham.

There were a number of reasons I decided to move. PE jobs are not easy to come by, especially as a NQT so I was always open to move away from home. I researched the area and surrounding areas and discovered how much cheaper rent was compared to the city.

I also saw this as an opportunity as a new challenge for my career and me personally. Moving and living alone takes a lot of bravery and independence. Graham school was something I had never experienced and something I wanted to explore and make a difference in. Of course, living five minutes from the beach also played a huge part!

What are you most looking forward to about your new role?

I look forward to progressing in my career and becoming more comfortable. One of the main things I look forward to is seeing my form group every morning. This is my chance to make a real impact and I spend most my time with them each week.

I also look forward to travelling to and from school and seeing the views of the coast as I travel back home each day, something I have never thought about experiencing in the city.

What's the best thing about living and / or working on the Yorkshire Coast?

There are many things I enjoy. As somebody who enjoys photography, the views up here are amazing and something I have already captured endless photos of. As a PE teacher from the city, space to each is always an issue - small fields and cramped teaching areas. Here there is a luxury of outdoor space which has already improved my lessons.



Finally, being able to walk to the beach whenever you please has to be a huge positive about living on the coast.



Job Description

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| Job Title | ICT Technician |
| Grade | E |
| Responsible To | Headteacher / Principal / Support Services Manager |
| Staff Managed | None |
| Job Family | Technicians |
| Job Purpose | <p>To contribute to the delivery of an effective ICT on-site support service throughout the school to respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines</p> <p>Responsible for maintenance of ICT software, hardware and related equipment and for the resolution of identified technical problems, as well as providing support to staff and pupils to ensure administration and learning outcomes are maximised</p> |
| Job Context | <p>Expected to work on-site across the school (s) to solve problems to ensure the continuity of reliable ICT equipment and services. Due to nature of the job, the post holder may be required to lift ICT equipment and work in restricted work areas</p> <p>Enhanced DBS Clearance required</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p> |
| Accountabilities / Main Responsibilities | |
| Operational Issues | <ul style="list-style-type: none"> • Contribute to the effective performance and service provision of ICT services within the school to minimise disruption • Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements • To diagnose and resolve network, software and hardware faults (including peripherals), and perform maintenance repairs and upgrades • Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required • Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting • Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria • Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption • To contribute to the work of the team under supervision, in the delivery of projects and support as required including ICT security and efficient use of resource • To maintain an awareness of ICT developments • Support teaching staff and pupils in technical aspects of ICT • Assist in the maintenance of the ICT network • Maintain computer files by backing up, archiving and deleting information as appropriate |

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| | <ul style="list-style-type: none"> • Restore work that has been deleted from back up |
| Communications | <ul style="list-style-type: none"> • Communicate effectively with all staff, contractors and children, young people, families and carers • Liaise with all areas of the school and outside organisations • Interact with children in ways that support the development of their ability to think and learn. • Communicate with staff and pupils as part of ICT technical support to solve issues and provide ICT related information and assistance • Provides basic ICT training |
| Resource Management | <ul style="list-style-type: none"> • Responsible for installing, testing and maintenance of computer hardware and software • Order and maintain stock of ICT supplies |
| Safeguarding | <ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate |
| Systems and Information | <ul style="list-style-type: none"> • Share information appropriately • Attend staff meetings and training days • Maintain a comprehensive database of all support requests and allocate jobs as appropriate • Assist in maintaining a database of all ICT equipment • Set up and maintain user e-mail accounts • Keep up to date with ICT developments |
| Data Protection | <ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues. |
| Flexibility | <ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures |
| Customer Service | <ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support. |

Person Specification

| Job Title | ICT Technician | |
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| Grade | E | |
| Responsible To | Headteacher / Principal / Support Services Manager | |
| Staff Managed | None | |
| Job Family | Technicians | |
| Essential | | Desirable (if not attained, development may be provided for successful candidate) |
| Knowledge | | |
| <ul style="list-style-type: none"> • Good literacy and numeracy skills • Up to date technical knowledge of ICT, equipment, hardware and software applications • Knowledge of Microsoft Office Applications and other software packages | | <ul style="list-style-type: none"> • Awareness of Educational issues • Up to date knowledge of developments within ICT |
| Experience | | |
| <ul style="list-style-type: none"> • Experience of using a range of ICT systems and solving a range of ICT related problems | | <ul style="list-style-type: none"> • Appropriate experience of working in a school department relevant to subject area |
| Occupational Skills | | |
| <ul style="list-style-type: none"> • Good time management skills and ability to work under pressure and meet deadlines • Ability to work successfully in a team • Self-motivated to complete required duties. • Confidentiality • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop the required level of ICT skills in a reasonable time frame • Ability to exercise initiative • Problem solving skills | | |
| Qualifications | | |
| <ul style="list-style-type: none"> • NVQ Level 3 or equivalent in a ICT related subject • Level 2 Numeracy and Literacy • Willingness to undertake any relevant training | | |
| Other Requirements | | |
| <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to work outside of school hours • Able to exercise discretion & judgement • Flexibility | | |

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| <ul style="list-style-type: none">• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
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Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

Thrive

We are committed to empowering our workforce to flourish and thrive, enabling us to transform both the schools and the lives of the young people we serve.

Growing together is at the heart of our development. We are committed to continual personal development – for ourselves and on behalf of others. All of us are learners.

Partnership working within and outside our Trust enables the sharing of best practice and supports the wider education community. At Hope we are committed to working collaboratively with high quality local, regional and national providers. We are proud to be an outward facing educational trust.

As Learners

We work with trust schools in aiming to create a culture of excellence, by being relentless in providing the very best for our children and students. We believe that given the right support, in the right environment, all young people can thrive and make excellent progress. For us, what matters most is the distance travelled, not where the children end up.

As Creative Individuals

First and foremost, our schools are places of learning, but we strongly believe that we succeed together by treating each young person as a creative individual, nurturing their interests and rejoicing in their passion. We understand that no two young people are the same, so we provide opportunities to allow our students to explore all aspects of being unique.

By encouraging creativity and expression in all its forms, our young people develop not just academically, but as a whole.

As Caring and Engaged Citizens

As Church of England and community schools we are particularly committed to motivating our young people from an early age, to become active, caring and engaged members of the community.

The Trust works with the Archbishop of York's Youth Trust to deliver the Young Leaders Award programme at Key Stages 2, 3 & 4. We are advocates for this scheme which empowers young people to make a difference in their local community whilst growing in key leadership skills.

As Spiritual Beings

Our history dates back to 1812 when church schools were founded across England. Being a Church of England multi-academy trust today embodies this 200-year legacy of the first church schools. This distinctiveness is central to everything we do and the values of those early church schools, based around inclusion, community and service are visible across the Trust today.

As Professionals

We want every young person to experience great teaching and get the support they need throughout their time at school. We value our staff immensely and are committed to initial teacher training, professional development and leadership development. As a Trust we are there to challenge but most importantly support each other. No one should feel isolated and on their own.

Benefits of working at HOPE

Continuing Professional Development (CPD)

Hope Learning Trust, York is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From NQT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the Hope team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of HOPE MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) HOPE MAT also pays into the scheme on your behalf.

For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and HOPE MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk



The Hope Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.

