

The Bishops' Blue Coat CE High School



Post of: Advanced ICT Technician

Application Pack

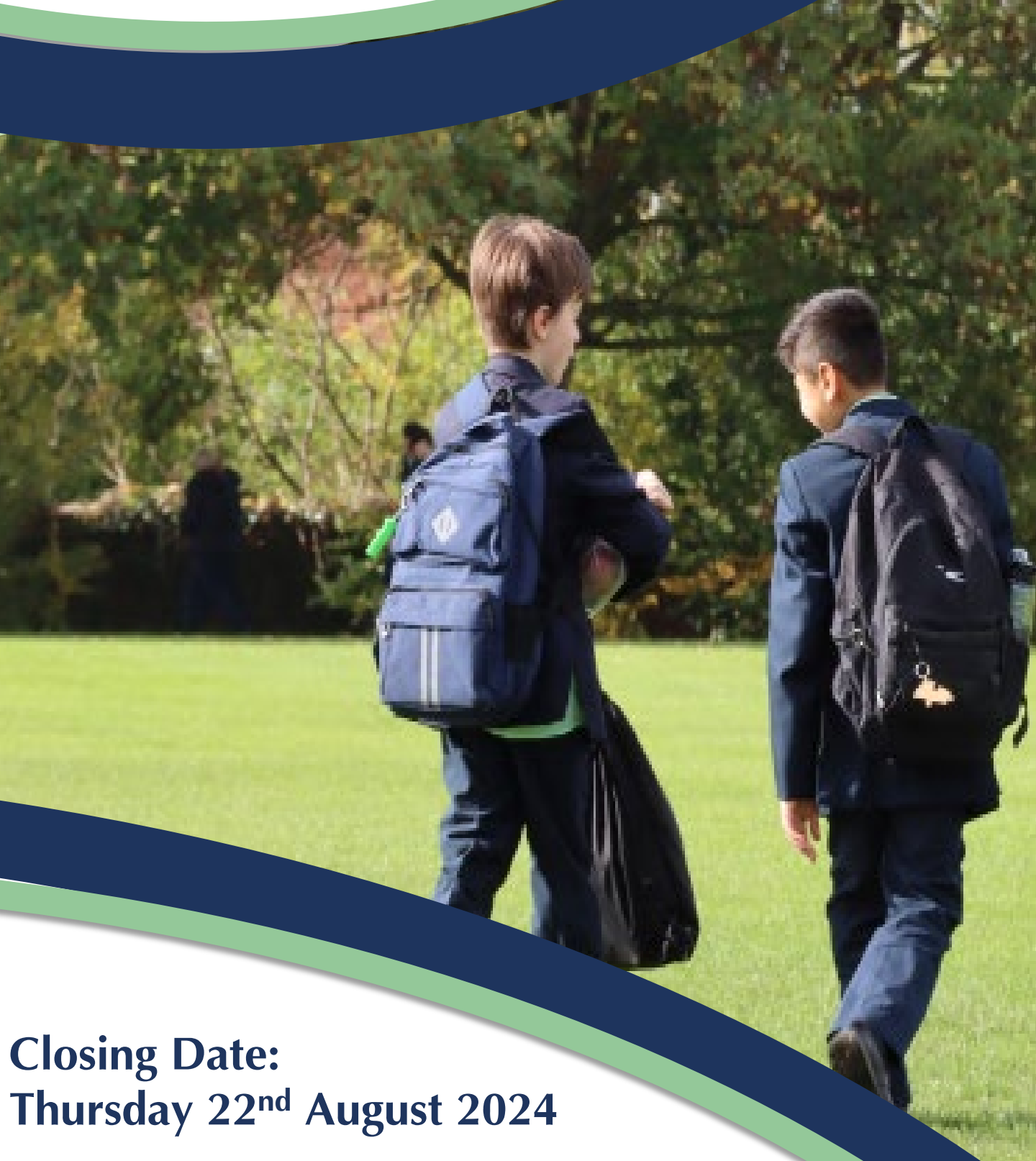
Academy Grade 5 (points 6-11, £24,753 -
£26,914)

Plus membership of the Local Government

Pension Scheme Full time, permanent position

37 hours per week

5 weeks holiday plus bank holidays



Closing Date:
Thursday 22nd August 2024

www.bishopschester.co.uk/careers-vacancies

The Bishops' Blue Coat CE High School



Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to vacancies@bishopschester.co.uk by the closing date.



Helen Cairns
Headteacher



The Bishops' Blue Coat CE High School



Our Mission

We are a Christian, non-selective and inclusive 11-18 academy

We are small enough to know everybody, whilst being able to offer a broad curriculum and a range of opportunities that develop talents and abilities to the full.

We aim to maintain long term financial and environmental sustainability and be a positive force in the community

We support students to achieve exam results of which they and their families are proud and in turn prepare students for their chosen next steps

We strive for excellence



VACANCY

ADVANCED ICT TECHNICIAN

Grade 5 (Point 6-11) £24,753 - £26,914

Full time, 37 hours per week

8.30am-4.30pm, Monday to Thursday; 8:30am-4:00pm Fridays.

We wish to appoint a reliable, enthusiastic and motivated Advanced ICT Technician to work in our ICT Support department. The role is primarily focused on providing ICT support to staff and students, including maintenance and repair of equipment.

The Bishops' Blue Coat C of E High School is a high achieving and supportive school, where all are known, nurtured and inspired to flourish. We are committed to ensuring high quality learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with very good relationships between staff and students. We have a strong commitment to the professional development of all.

If you would be interested in joining us, please download a Support Staff application pack from our website www.bishopschester.co.uk/careers-vacancies/

Closing date: Thursday 22nd August at 10am, with interview the following week

If you have any questions regarding this role, please contact vacancies@bishopschester.co.uk

Please note that we reserve the right to close this vacancy early should we receive a high number of applications from suitably qualified candidates. Therefore, you are advised to submit your application as soon as possible.

The Bishops' Blue Coat CE High School is committed to all aspects of Safeguarding.

JOB DESCRIPTION page 1

ADVANCED ICT TECHNICIAN

Role: Advanced ICT Technician

Salary: Academy Grade 5 (point 6-11 £24,753 - £26,914) plus membership of the Local Government Pension Scheme

Hours: 37 hours a week, full year

Holiday: 5 weeks per annum plus bank holidays

Purpose of the role:

To provide ICT Support to staff and students under the supervision of the Senior ICT Technician.

Main duties and responsibilities:

1. As part of the ICT and Resources team to provide a full and prompt helpdesk service (including employee tasks, student advice, maintenance and repair of IT equipment) to support them in realising the school's Vision. To keep the requester informed of progress and /or escalate to the Senior ICT technician or Data and Systems Manager as appropriate.
2. To provide assistance to the Resources Manager as required.
3. To provide assistance to staff and students with the use of IT facilities and applications during lessons advising learners and supervising them in a safe and effective manner.
4. To provide software support for all users by being familiar with current software and where appropriate, producing user-friendly guides, to enable the systems to be fully used by all staff and students.
5. To deliver and set up IT equipment for lessons, including projection equipment and Chromebook trolleys, in good time as per the booking system.
6. To assist in filming and editing of video content and providing IT support to school events.
7. To maintain and repair equipment (PCs, laptops, printers, monitors, etc) when it is practical to do so and to provide on the spot advice to ensure maximum availability and usage of equipment.
8. To install software and hardware as directed
9. To carry out PAT testing of IT equipment as directed by the Resources manager.

JOB DESCRIPTION page 2

ADVANCED ICT TECHNICIAN

10. SIMS installs – using the SOLUS application.
11. Active Directory maintenance – user accounts, groups, email distribution groups, groups that control application deployment, organisational units (OUs)
12. Deployment of PCs and applications using the SCCM platform. Creation of application packages (using Applocker) will be required from time to time.
13. Management of the phone system – understand the differences between handset types and the connections they require; understand the features of the handsets and train users; understand how to move an extension to another part of the school.
14. Installing network (edge) switches – setup/configuration of a switch for a defined area of the school (not the central core switches).
15. To carry out other IT related tasks as directed by the Data & Systems Manager.
16. Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required.
17. Provision of first aid assistance (training will be provided if required).

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head Teacher/Business Manager from time to time, up to or at a level consistent with the principal responsibilities of the job during contracted hours. Additional hours for IT/AV support for lettings or events may be required from time to time together with a willingness to occasionally work excess hours where needed (eg to finish an urgent task) – where this extends to more than half an hour, the extra hours would be reimbursed via time in lieu or payment for the additional hours.

CLOSING DATE

10am on Thursday

22nd August

PERSON SPECIFICATION

ADVANCED ICT TECHNICIAN

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Good standard of education • Computer-related Level 2 qualification (e.g. GCSE, BTEC) • 5 GCSEs or equivalent including Maths and English • Computer-related Level 3 qualification or completed ICT Apprenticeship 		Documentary evidence
Experience	<ul style="list-style-type: none"> • Can demonstrate an aptitude for problem-solving computer-related issues 	<ul style="list-style-type: none"> • Experience in school or business ICT support 	Application form/Interview
Job related Knowledge	<ul style="list-style-type: none"> • Proficiency with Windows platforms • Proficiency with MS Office suite of applications, including their cloud (Office 356 versions) • Proficiency in installing, configuring and maintenance of Windows 10 desktop computers in an education environment 	<ul style="list-style-type: none"> • Knowledge of the Data Protection Act • Proficiency with Apple (OSX / iOS) platforms 	Application form/Interview
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to maintain a high level of accuracy and attention to detail • Ability to function under pressure, establish priorities and work to strict deadlines • Excellent communication and interpersonal skills • Good organising and time management skills • Excellent problem-solving skills 		Application form/interview
Other requirements	<ul style="list-style-type: none"> • Confident in interacting with children and adults alike • Positive and motivated • Act upon initiative • Ability to keep calm and contribute to the resolution of problems • Co-operative/able to work with people at all levels • Dependable and reliable 		Interview

APPLICATIONS

ADVANCED ICT TECHNICIAN

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

The Interview

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to apply

Please download a Support Staff application form via our website www.bishopschester.co.uk/careers-vacancies . Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to vacancies@bishopschester.co.uk .

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

FAO Vacancies

The Bishops' Blue Coat CE High School
Vaughans Lane
Chester
CH3 5XF
01244 313806

APPLICATION DEADLINE

10am on Thursday 22nd
August 2024

MORE INFORMATION

ADVANCED ICT TECHNICIAN

References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

Online Search

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. 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.

Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

APPLICATION DEADLINE

10am on Thursday 22nd August 2024

Jesus said "I came so that they may have life in all its fullness" John 10:10

Dignity & Respect

Wisdom, Knowledge & Skills

Hope & Aspiration



Known, Nurtured, and Inspired

