

# IT / Network Technician

## Candidate Information Pack



**Small enough to care, big enough to deliver a positive impact**

January 2017

## Executive Headteacher's welcome

---

Thank you for your interest in this opportunity to join the Seaton Valley Federation in the new post of **IT/Network Technician**. You will join our Federation at an exciting time as we roll out a centrally managed IT and network support service across all three of our schools, which is part of our ongoing plans to share specialist expertise and resources. This candidate information pack will tell you much more about our schools and the role.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School, which is located approximately 3 miles away. The three schools share a single governing body and key leadership roles.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted and Astley achieved first place in the 2015 and 2016 Key Stage 4 national performance tables for similar schools in England. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed. Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Alan Dennis, Network Manager** on **0191 2371505 extension 235**.



**John Barnes**  
**Executive Headteacher – Seaton Valley Federation of Schools**

## Our ethos and values

---

We have three main themes to our ethos, which is the same for all three schools:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	550	166
Seaton Sluice Middle School	9-13	313	N/A
Whytrig Middle School	9-13	218	N/A

## About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Good	January 2015
Seaton Sluice Middle School	Good	February 2013

### Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

### Latest Ofsted report for Whytrig Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and Management	Good

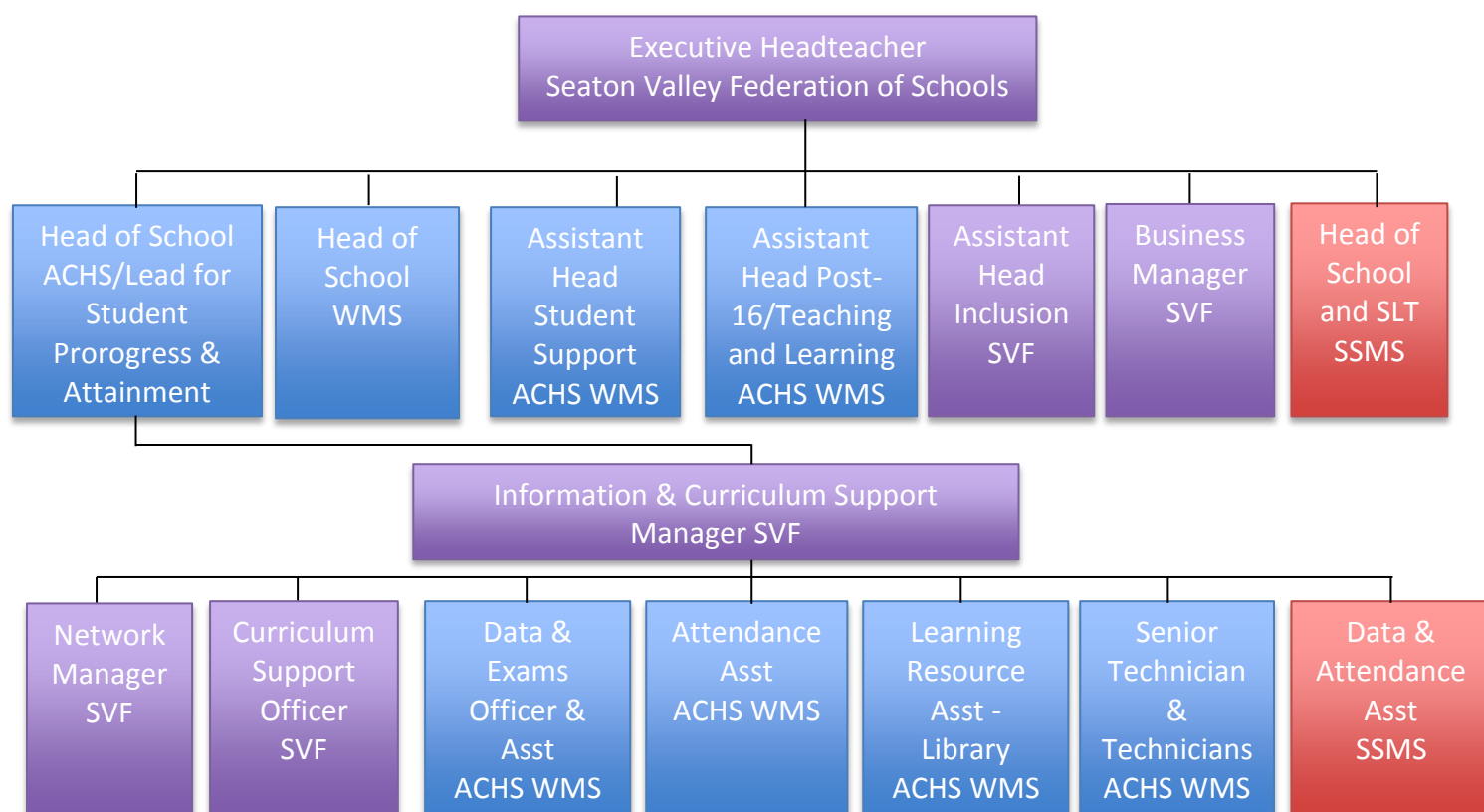
### Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

## About our structure



## About the Information and Curriculum Support Team

Following the appointment to a new post of Information and Curriculum Support Manager in October 2016, which brought together a number of support functions across the Federation schools, we have reviewed our staffing structure to ensure we can provide an effective IT support service to all three schools.

With effect from January 2017, the IT/Network Manager for Astley Community High School and Whytrig Middle School has also taken on responsibility for Seaton Sluice Middle School. Our review also identified the need to recruit an IT/Network Technician to support the IT/Network Manager. This small team is enhanced during school holiday periods by the Curriculum Support Officer, who is an experienced IT Technician. We look forward to the right candidate joining our team.



**Annette Rhodes, Head of School – ACHS/Lead for Student Progress and Attainment**



### **Seaton Valley Federation of Schools**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

#### **IT/Network Technician**

Permanent, Full-Time/Full Year

Band 4: £17,891-£19,939 per annum (pay award pending in April 2017)

#### **Small enough to care, big enough to make a positive impact**

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland. This new role will provide IT and network support across all three schools in the Federation under the day-to-day management of the IT/Network Manager.

You will assist in the maintaining the schools' IT networks and systems, setting up accounts for new users, and provide technical support for all users in order to ensure that they can make optimum use of the school's IT networks and systems, associated hardware and software. You will also support the implementation of IT projects as we continue to develop an integrated approach across the Federation.

The successful candidate will have at least a Level 3 qualification, or equivalent experience, in a relevant discipline with experience of providing IT support services to a range of service users and working with MS Windows. You will need to be well motivated, organised, able to work independently and as part of a team.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 12 noon on Tuesday 24 January 2017 by e-mail to [svfjobs@svlp.org.uk](mailto:svfjobs@svlp.org.uk)**.

It is expected that shortlisting will take place on Wednesday 25 January and interviews will be held on Wednesday 1 February 2017. Please note that we will only notify shortlisted applicants.

Further information about all of our current vacancies is available at:  
<http://www.astleyhigh.org/aboutus/vacancies>

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title: IT/Network Technician</b>		<b>Director/Division</b> Schools		<b>Office Use</b>  JE Ref: S1353
<b>Band:</b> Band 4		<b>Service/Workplace:</b> Seaton Valley Federation		
<b>Responsible to:</b> IT/Network Manager SVF		<b>Date:</b> January 2017	<b>Manager Level:</b>	
<b>Job Purpose:</b> To assist in the provision of specialist ICT support to all staff and students including the preparation and routine maintenance of resources and equipment. To support the Network Manager to develop and maintain the various ICT networks across Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School.				
<b>Resources</b>	Staff	None		
	Finance	Assist with purchase orders and receiving of goods.		
	Physical	Shared responsibility for resources throughout the school including computers and all other IT equipment		
	Clients	Teachers, Other Staff, Students, Governors, Parents and Visitors		
<b>Duties and key result areas:</b> <ol style="list-style-type: none"><li>1. To set up and maintain secure login accounts for all federation users..</li><li>2. To install, configure, test and maintain computer hardware and associated software across various system platforms</li><li>3. To support the IT/Network Manager in maintaining federation servers and troubleshooting where needed.</li><li>4. To install and maintain IT related equipment including cabling and redeployment of hardware.</li><li>5. To maintain software updates and installations on all federation networks.</li><li>6. To carry out maintenance of printers and ensure continuous functionality of these devices.</li><li>7. To provide users with general support in the use of computers for teaching and administration.</li><li>8. To maintain and regularly check the physical security of all computer equipment used for teaching and administration and periodically monitor virtual back-ups.</li><li>9. To be involved in the on-site repair of non- functioning computers and peripherals</li><li>10. To provide instruction to users in the operation of the networks, computer hardware and applications software, as directed by the Network Manager. To provide front end support and advice to the IT/Network Manager on the implementation of projects within the federation's IT strategy.</li><li>11. To provide comprehensive IT access to all users across multiple systems ensuring log-in and access permissions are correctly applied across the federation.</li><li>12. To provide support to the Network Manager and assistance to users on the externally hosted telephony system.</li><li>13. To assist the IT/Network Manager in maintaining records of IT assets including at purchase and disposal.</li><li>14. To undertake Display Screen Equipment (DSE) assessments for relevant staff.</li><li>15. To raise purchase orders and check goods received under the direction of the IT/Network Manager.</li></ol>				
<b>Responsibilities</b> <ol style="list-style-type: none"><li>1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li></ol>				

2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Transport requirements:	Ability to travel between school sites within the Seaton Valley Federation
Working patterns:	Normal working pattern e.g. 8.30am-4.30pm with occasional requirement to work evenings to meet operational requirements.
Working conditions:	Normally indoors. Some exposure to disagreeable, unpleasant or hazardous environmental working conditions e.g. working in ceiling voids.



**Northumberland County Council  
PERSON SPECIFICATION**

Post Title: IT/Network Technician		Director/Service/Sector: Seaton Valley Federation		Ref: S1353	
Essential		Desirable			Assess by
Knowledge and Qualifications					
QCF Level 3 or equivalent qualification or experience in relevant discipline		Apple certified technician			A, I
Good numeracy and literacy skills (QCF level 2 or above e.g. GCSE English and Maths at Grade C or above)		Degree or equivalent qualification in a relevant discipline			
Knowledge of relevant codes of practice and awareness of relevant legislation and guidance e.g. data protection, e-safety		Evidence of having undertaken personal development either inside or outside the work environment			
Experience					
Experience of providing IT support services to service users		Experience of maintaining servers and networks			A, I, R
Experience of working with MS Windows Operating Systems		Experience of working in an educational establishment			
		Experience of working with school-based MIS software e.g. SIMS			
Skills and competencies					
Excellent organisational skills and a keen eye for detail					A, I, T, R
Ability to work independently, prioritise own workload and work to deadlines					
Excellent communication skills to communicate with pupils and school staff					
Appreciate the role of other professionals					
Ability to effectively safeguard children and young people including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline					

Ability to deal simultaneously with the conflicting demands of a number of service users Willingness to participate in training and development		
<b>Physical, mental and emotional demands</b>		
Some periods of concentrated mental attention.  Pressures from deadlines and interruptions  A flexible approach  Ability to meet physical demands of post – lifting moderate weight, working in confined spaces and working at height in roof voids		I
<b>Other</b>		
Satisfactory DBS enhanced criminal records certificate  Good record of attendance and punctuality		O

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

## Working in the Seaton Valley Federation of Schools

---

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's Seaton Valley Library

## Living and working in Northumberland

---

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## **Our commitment to professional development**

---

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## **Our commitment to equal opportunities**

---

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.astleyhigh.org/aboutus/policies-and-rules>

## Our commitment to safeguarding children and young people

---

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

## How to apply

---

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Tuesday 24 January** to: [svfjobs@svlp.org.uk](mailto:svfjobs@svlp.org.uk). **Please ensure the subject/title of your e-mail is IT/Network Technician.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

## Contact us

---

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval  
NE25 0BP Telephone: 0191 2371505

Websites: [www.astleyhigh.org](http://www.astleyhigh.org)

<http://www.whytrig.northumberland.sch.uk/>

<http://www.seatonsluice.northumberland.sch.uk/>