BARKING ABBEY SCHOOL

ICT TECHNICIAN

RECRUITMENT PACK

WE ARE AN **OUTSTANDING** SCHOOL

Ofsted

BELONG BARKING **ASPIRE** ABBEY **SUCCEED** SCHOOL

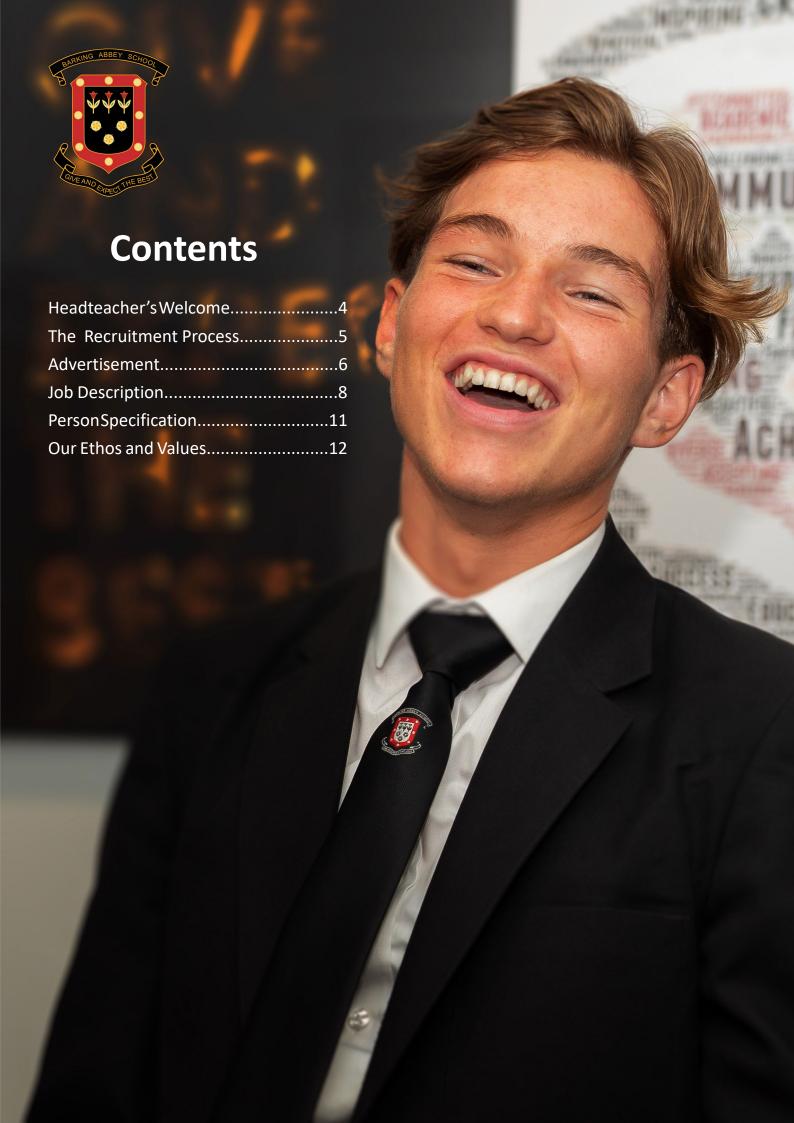www.barkingabbeyschool.co.uk

GIVE
AND
EXPECT
THE
BEST

Contents

Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of ICT Technician.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.

Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.
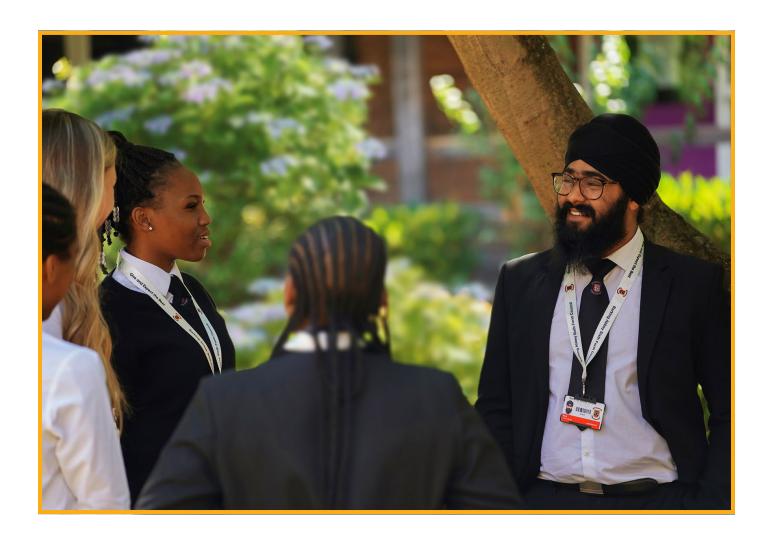
Key Dates

Closing Date for Applications   Friday 10th May 2024

Interviews week commencing   To be confirmed

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: **jobs@barkingabbeyschool.co.uk**

ICT Technician

Start Date: ASAP
Permanent Contract
35 hours per week, Full Time

Salary Scale: Scale 4

An exciting opportunity has arisen at Barking Abbey School for someone to join our dynamic ICT Support Team.

This role is integral to the daily smooth operation of the school and will provide a hardworking, ambitious and proactive candidate with great opportunities for growth and development, and to gain specialist knowledge and skills around supporting a large and extensive IT estate, spread across two campuses.

The role will be varied, and at times fast paced, enabling the successful candidate to develop skills and specialisms with software, hardware, networking and systems management.

The role will be in an expanding ICT support team of five staff, and the successful candidate will work closely with the Network Manager to ensure the school's operational needs are met, and that staff and students receive first class support in their educational journey.

The successful candidate will have:

• Experience in supporting school ICT systems.
• A can do and positive attitude.
• The ability to prioritise and plan workload and think of innovative solutions to solve problems.
• A commitment to Barking Abbey's high expectations and ethos.
• A desire to work collaboratively and to make a real contribution to the progress of a growing professional service department in school.
• Great communication skills with the ability to adjust communication to all levels of school stakeholder.
• Great troubleshooting skills, with the ability to logically work through issues to resolve problems quickly and effectively.
• A willingness to work flexibly in a varied role.
• The successful candidate will need to be flexible regarding working hours and location in order to meet the needs of the school during busy periods.

In return we can offer:

• A school where we get to know our students and staff well, find out what they are good at and develop their talents.
• A supportive and encouraging staff team.
• The opportunity to access a wide range of CPD opportunities within and beyond school.
• A school which understands the importance of staff well-being and workload management.
• A school where we get to know our students and staff well, find out what they are good at and develop

their talents.

- A professional, friendly and supportive working environment
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:
https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: **info@bdsip.co.uk**

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Job Description

Job Title	ICT Technician
Grade	4
Department	IT Support
Location	All school sites
Line Manager	Network Manager

Purpose of the role

The ICT Technician will be responsible for general maintenance of defined computer equipment and for the resolution of identified technical problems. As well as this the technician will be expected to undertake general tasks which will promote the use of ICT across the curriculum. The job will be across both sites, supporting all year groups and the successful candidate will be expected to rotate between sites to meet operational requirements.

The following indicate some of the principal tasks and responsibilities:

Main Purpose of the Job

Software

- Install and test new software.
- Make software available to appropriate users.
- Keep record of licences.
- Ensure the anti-virus software is installed, kept up to date and working properly on all stations.
- Check security updates are applied correctly to Workstations and Servers to prevent spread of viruses.
- Share files as required by staff for pupil and teacher use.
- Set up and maintain user e-mail accounts.
- Provide and deliver any appropriate and relevant INSET to staff, students and others on specific ICT usage.
- Troubleshoot problems with software as they arise.
- Development, Support and troubleshooting of the school's MIS System (SIMS.Net), SIMS FMS, and Parent Portals. This will include production of reports to extract data from the MIS as may be requested by SLT or Data Analyst.
- Manage and support the schools use of cloud technology such as Office 365, including SharePoint, Teams and OneDrive.

Hardware

- Maintain, monitor and develop ICT systems including servers and perform any necessary repairs.
- Check new computer equipment on arrival and install as appropriate.
- Maintain ICT inventory.
- Liaise with the designated person responsible for portable appliance electrical safety testing.
- Maintain computer peripheral equipment such as teaching desk installations, scanners, printers, cameras, teaching screens, projectors; ensure that these are prepared and ready to be used.
- Assist the Network Manager in the deployment of computer hardware around the school.
- Keep a log of all technical faults and resolve issues in a timely and efficient manner.
- Liaise with external support agencies, e.g. Research Machines, Lap safe, Dell, etc. as required to resolve issues.
- Liaise with external suppliers for the repair of equipment under warranty or maintenance contract

- Equip, maintain, and set up school hall installations for assemblies and meetings, and other assembly space as required.
- Maintain and develop Wireless network.

Network Management

- Check the network backup logs to ensure backups are viable.
- Restore user files from backups if needed.
- Set up, maintain and remove user network accounts where appropriate including the allocation of printer credits and file space.
- Carry out routine network maintenance tasks.
- be familiar with the network infrastructure (cable and patch panels, hubs, switches, OCN router) and keep a log of any damage to it, and repair or arrange for repair as appropriate.
- Maintain school's acceptable usage policy.
- Install, maintain the door access control system on school's doors where appropriate.

Other Tasks

- Resolving issues in a timely manner as directed by the Network manager and ICT support targets framework.
- Assisting school stakeholders with any ICT related issues.
- Managing all areas of responsibility efficiently and effectively.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title		Date	

Person Specification

	Criteria	Essential	Desirable	Assessment Method Application A Interview I Task T		
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Knowledge & Skills	1 year minimum experience with RM CC4 Networks is desirable but will consider recent graduates with willingness to learn and develop quickly and who wants the challenge of working in a successful and growing secondary school.	√		√		√
	1 year minimum experience with SIMS is desirable		√	√		
	Proven knowledge or experience of diagnosing hardware and software faults.	√				√
	Capable of installing and configuring common operating systems, primarily Microsoft Windows 7 and 10	√			√	
	Capable of installing and configuring Microsoft and other applications.	√			√	
	Working knowledge of TCP/IP networks	√				√
	Proven ability to carry out hardware repairs.	√				√
Customer Service	Demonstrate continual professional development.	√			√	
	To present a professional image to customers.	√			√	
	Ability to demonstrate sound judgement	√			√	
	Ability to work on own and use initiative.	√			√	
	Ability to demonstrate a problem centred approach to work.	√			√	
Organisational skills	Demonstrate effective prioritisation skills.	√			√	
	Ability to organise workload to meet deadlines.	√		√		
	Ability to work under pressure.	√			√	
Communication	Ability to effectively communicate both verbally and in writing	√		√		
	Ability to articulate effectively technical information to a variety of people with varying technical knowledge.	√			√	
Team Work	Ability to adapt to a constantly changing and growing environment	√			√	
	Ability to work effectively as part of a team.	√			√	
	Effective interpersonal skills in order to maintain good working relations.	√			√	
Attitude & Personal Qualities	Honesty and Integrity.	√		√		
	Understanding the need to use discretion and respect confidentiality.	√			√	
	Commitment to safeguarding and promoting the welfare of children and young people	√			√	
	Understanding of the requirements of data protection and disclosure of information.	√		√		
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√		√		
	Ability to work flexibly and outside of normal school hours.		√	√		
	Current driving licence and car for travel and transport between The Upper and Lower School		√	√		

BRAVERY
EXCELLENCE
SELF-DISCIPLINE
TEAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG BARKING **ASPIRE** ABBEY **SUCCEED** SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

• Develop confident, articulate, assertive young people.

• Foster well-rounded, empowered, resilient, independent young people.

• Nurture young people who will go out and change the world for the better.

• Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.

• Raise aspirations – giving students the necessary tools to explore and be who they want to be.

• Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.

• Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

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Barking
Essex
IG11 9AG

Longbridge Campus
Longbridge Road
Barking
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IG11 8UF

www.barkingabbeyschool.co.uk