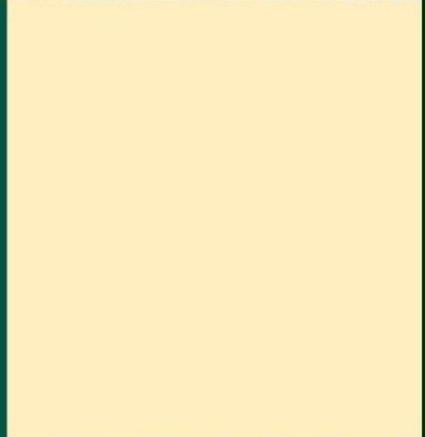
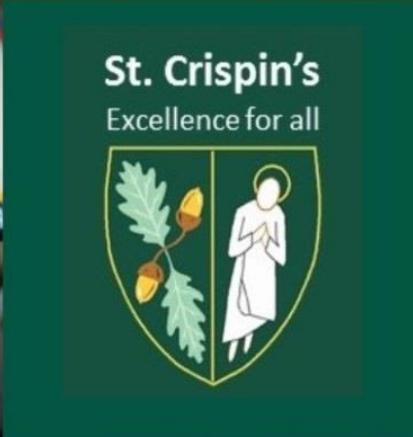


Recruitment Pack



Senior IT Technician St. Crispin's School



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



Senior IT Technician – St. Crispin's School

St. Crispin's School

Headteacher: Ginny Rhodes

NOR 1178, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Senior IT Technician (year round – 37hrs per week) from 1st September

37 hours/week, 30 days holiday/year

Starting Salary - £24,313

Are you looking for a rewarding role in a stimulating education environment?

Would you like to make a real difference to the lives of our amazing young people and be part of a friendly, support team?

We are recruiting a Senior IT Technician with responsibility for the installation, configuration, maintenance and management of all IT systems, hardware and software within St. Crispin's School, ensuring delivery of a reliable, high quality service for staff and students.

If you have significant experience of strategically planning and running IT systems and a degree in Computing/IT we would love to hear from you. Experience of working within a learning environment is desirable but not essential.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work.

Further details and an application form are available either from www.crispins.co.uk/vacancies or from Mel Knight on 0118 978 1144 (email: knightm@crispins.co.uk)

Visits to the school are warmly welcomed!

Closing date: 9am, Monday 14th September

Interviews: Wednesday 16th September

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.



Job Description

Salary Grade 6

Terms and conditions

Contract: Year round
Holiday entitlement: 30 days (5 days of which may be taken in term time)
Hours per week: 37
Hours of work: 8.30am – 4.30pm (1/2 hour lunch and from time to time attendance at meetings outside of normal working hours will be required)
Notice period: Two months

Aim and main purpose of the job

To manage all aspects of St. Crispin's IT systems, ensuring they are fit for purpose, value for money, comply with data protection responsibilities and keep children and young people safe.

General Accountabilities

1. To act as a role model through own excellent participation in the delivery of IT systems, professional development and personal presence
2. To positively represent St. Crispin's with all stakeholders, visitors and external partners
3. To follow statutory guidance and Circle Trust policies including data protection, child protection and safeguarding
4. To carry out tasks as reasonably required by the Headteacher

Specific Accountabilities

1. To be the substantive Senior IT Technician at St Crispin's School, responsible for the installation, configuration, maintenance and management of all IT systems, hardware and software, ensuring delivery of a reliable, high quality service for staff and students
2. To be responsible for the IT helpdesk - troubleshooting staff and student IT issues and developing effective solutions as required in a timely manner
3. To advise on new software and hardware procurement
4. Plan for and project manage implementation of new installations
5. Contribute to the IT budget planning process to ensure effective use of funds and adherence to financial management processes to ensure rigorous budget management
6. Provide advice on appropriate IT purchases
7. Liaise with appropriate staff to order IT requirements, deal with suppliers and manage the central ICT budget
8. To seek out and promote the use of IT to support learning in school
9. To work with The Circle Trust IT Manager to ensure optimum performance of St Crispin's IT systems
10. Follow advice from The Circle Trust Manager regarding IT guidance to all schools in the Trust
11. In conjunction with The Circle Trust IT Manager, regularly audit St Crispin's school to ensure statutory compliance with reference to IT and especially in reference to e-safety and data protection
12. Work with The Circle Trust IT Manager and The Circle Trust Communications Manager to ensure effective management of St Crispin's website
13. To carry out tasks as reasonably required by the Executive Headteacher

Line Management

- The post of Senior IT Technician is line managed by St Crispin's School Business Manager
- The post of Senior IT Technician has no line management responsibility for other staff but will liaise with the School Business Manager as to the deployment of technicians as required
- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of staff are expected to be flexible to ensure the most effective organisation and delivery of support in the school



Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Computing/IT degree.</p> <p>High level computer literacy (MS Office experience, including word-processing, spreadsheets and e-mail).</p> <p>High level literacy and numeracy skills.</p>	
Competence Summary (knowledge, abilities, skills, experience)	<p>Significant experience of running and strategically planning IT systems including Active Directory, Hyper-V, switching including VLANs etc.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>Experience of working within a learning environment.</p> <p>Experience using and managing SIMS and Office365.</p>
Work related personal requirements	<p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Capacity to train others to work with unfamiliar systems.</p> <p>Able to persuade, negotiate and influence others.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p> <p>Able to achieve sensible work life balance to ensure health and well-being.</p>	
Other work requirements	<p>Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development.</p>	

About us

St. Crispin's
Excellence for all



St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of www.thecircletrust.co.uk.

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



Policy Statement

St. Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail, please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact: Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk.

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.
Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF andy@thecircletrust.co.uk