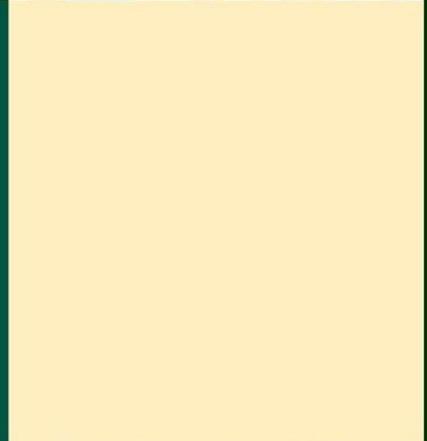


Recruitment Pack



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



IT Technician – St. Crispin's School

St. Crispin's School

Headteacher: Ginny Rhodes

NOR 1285, 11-18

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

Tel: 0118 978 1144

www.crispins.co.uk

IT Technician for January 2022

In school hours 8am – 2.30pm

Term time only +10 days

F/T salary £24,982

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 an IT Technician to support the IT Manager with 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 experience of running IT systems 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, Tuesday 30th November

Interviews: 9am, Friday 3rd December

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 F/T salary £24,982

Terms and conditions In school hours 8am – 2.30pm
Term time only +10 days
F/T salary £24,982

Aim and main purpose of the job

To support the IT Manager with 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 support the IT Manager in 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 provide IT support - troubleshooting staff and student IT issues and developing effective solutions as required in a timely manner
3. To assist the IT Manager with new software and hardware procurement
4. To support the IT Manager with the implementation of new installations
5. To provide input to the IT Manager for 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 adhere to the central ICT budget
8. To seek out and promote the use of IT to support learning in school
9. To work with The IT Manager to ensure optimum performance of St. Crispin's IT systems
10. Follow advice from The IT Manager regarding IT guidance to all schools in the Trust
11. In conjunction with The 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 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 IT Technician is line managed by St. Crispin's School Business Manager
- 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>High-level computer literacy (MS Office experience, including word-processing, spreadsheets and e-mail).</p> <p>High-level literacy and numeracy skills.</p> | Computing/IT degree. |
| 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 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

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)