



**Outcomes Focused, Child Centred**



**ICT Technician Recruitment Pack**

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## Welcome from the Chief Executive

**On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.**

We are unwavering in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

## Northern Education Trust

### Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

### The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

## Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

Choosing a school for your child can be amongst the most difficult decisions a parent has to make. At Walbottle Academy, we care passionately about the education and welfare of our pupils and feel our pupils will flourish in a safe and successful academy. It is a fantastic time to be part of our community and we firmly believe that all young people, irrespective of background or ability will be incredibly successful as part of our academy and our Trust.

Mr M Wood

Principal



## The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

### The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview.

Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

### Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer. The pre employment checks include:

- References
- Health check
- Proof of the right to work in UK
- DBS clearance
- Proof of Identity
- Qualifications verification

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

## Where to Find Us



## Contact Details

Walbottle Academy  
Hexham Rd, Walbottle, Newcastle upon Tyne NE15 9TP  
**Phone:** 0191 267 8221  
**Email:** [walbottle.enquiries@northerneducationtrust.org](mailto:walbottle.enquiries@northerneducationtrust.org)  
**Web:** <https://wba.northerneducationtrust.org>

## Job Advert



Walbottle Academy is an inclusive school which is committed to enhancing student outcomes and life chances.

In September 2020 we academised and joined the NET family of schools. This is an exciting time for our academy, and we seek to appoint staff who share our passion and vision for our young people and want to be part of our journey.

We can offer you an excellent opportunity for career progression both within the Academy and the Trust as well as a supportive professional environment with an ambitious leadership team and a clear vision for the academy.

Please return completed application forms to [wba-recruitment@northerneducationtrust.org](mailto:wba-recruitment@northerneducationtrust.org) by Tuesday 11<sup>th</sup> May 2021.

For further information contact Sophie Martin on telephone number 0191 2678221 or email [s.martin2@northerneducationtrust.org](mailto:s.martin2@northerneducationtrust.org)

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.



## Job Description



### Northern Education Trust – Job Description

<b>Job Title:</b>	ICT Technician		
<b>Base:</b>	Walbottle Academy		
<b>Reports to:</b>	Academies ICT Manager	<b>Grade:</b>	N5, NJC SCP 13 – 17 (Subject to Job Evaluation)
<b>Additional:</b>	Regular travel across the Trust may be necessary	<b>Term:</b>	£22,627 - £24,491 FTE 37 Hrs / 52 Wks

### JOB PURPOSE

- To support the provision of high quality and professional ICT support service to all staff and students within the Academy.

### JOB SUMMARY

- To provide first line ICT support to staff and students within the Academy;
- To assist with the maintenance of all ICT rooms and equipment throughout the Academy and ensuring that the ICT software/hardware inventories are up to date;
- Manage own workload through the allocation of calls via the Helpdesk;
- Assist with the general technical support of the ICT department;
- Support with the evaluation of new and existing software;
- Assist in the development of recording systems for ICT usage throughout the department;
- Assist in providing technical support for staff presentations;
- Commission, maintain, test and repair electronic/computer systems, associated peripherals and AV equipment ensuring this equipment complies to Health and Safety legislation;
- Assist the relevant Managers with Portable Appliance Testing ensuring health and safety legislation is followed;
- Actively ensure continuous professional development is addressed through accessing appropriate development opportunities and to share learning with others;
- To comply with Trust policies and procedures at all times.

### GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

### General

1. To participate in wider Trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....

## Person Specification

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Evidence of continuous professional development and training	E	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in a school environment	E	✓	✓
5.	Experience of working in an IT support role	E	✓	✓
6.	Experience of network protocols and VLANs	E	✓	✓
7.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
8.	Experience of anti-virus solutions	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Excellent communication and listening skills	E	✓	✓
10.	Ability to respect and maintain confidentiality	E	✓	✓
11.	Good understanding of current software operating systems.	E	✓	✓
12.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
13.	Efficient and effective organisational skills	E	✓	✓
14.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
15.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	✓	✓
<b>PERSONAL QUALITIES</b>				
16.	A strong commitment to the Trust values and ethos	E	✓	✓
17.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
18.	A flexible approach and strong work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The following methods of assessment will be used:**

- Technical Assessment of application against criteria
- Activities designed to provide evidence to assess against Person Specification
- Presentation
- Interview

**Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Qualifications essential to the post
5	Two references from current and previous employers (or education establishment if applicant not in employment)

