

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Senior IT Technician

Full Time (36 hrs per week, full year)

To Start: ASAP

12 month Fixed Term contract

Application Deadline:

09:30hrs 5th March 2018

Belonging Education Determination Excellence Service



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017
Attainment 8	54.78
Progress 8	0.52
EBACC	43%
EBACC entered	74%
4/C+ English	84%
4/C +Maths	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017

IT Technical Team at St Bede's

The IT Technical Team at St Bede's, is responsible for maintaining and developing a complex network infrastructure, consisting of

- The server and storage platform hosting in excess of 20 virtual servers, running Microsoft Server 2012 in an Active Directory environment. This system is responsible for managing the 2000 users, and 500 networked windows PCs and laptops.
- The school manages several internet facing servers for a range of purposes. There is a primary internet connection of 300Mbps and a slower backup line. Attached to these is a filtering device which supports the online safeguarding of students alongside classroom management software.
- The wired network infrastructure consisting of HP switches: both server and distribution switches are connected directly to the core switch through fibre and cat5 cable to provide network coverage across all the school buildings.
- The wireless network infrastructure is supported from the wired network and comprises a number of cloud managed Aerohive AP230 access points, to provide site-wide WiFi availability.
- 4 network-managed mac suites, which run Adobe Creative Cloud software, together with LogicPro and native macOS software, necessary for delivering the Creative Arts and Music Technology curriculum
- 10 Chromebook Trolleys each containing 32 chromebooks, which form the backbone of our curriculum provision through the use of Google G Suite
- A suite of Toshiba MFPs, controlled by Papercut, print management software
- The IT technical team take an active role in supporting school staff and students in all areas of learning, teaching and administration.

Job Profile

Senior IT Technician (network) - 12 month fixed term contract which may lead to permanent appointment following a review of the staffing and organisation of this area of work.

Context

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Executive Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Purpose

To serve the mission of St Bede's as an ecumenical Christian school by working to maintain and develop the IT Network and systems.

Contract

The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Salary

Surrey Pay Scale 7 (currently £23,809 to £28,370) 36 hours per week, full year appointment.

Key Accountabilities

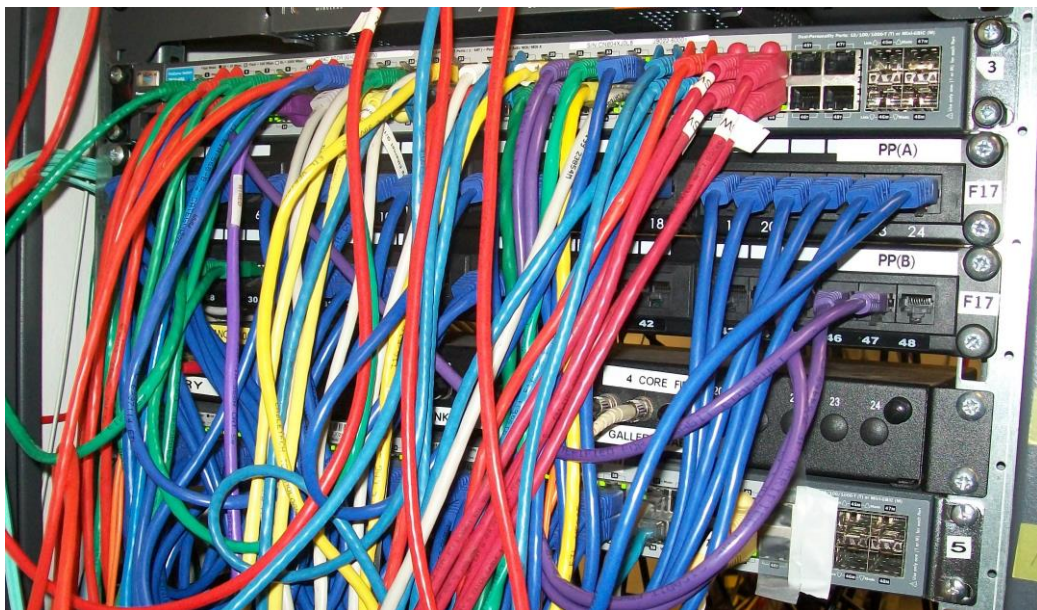
- Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed.
- Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.
- Guide and or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.
- Communicate and liaise with service users and/or external contacts, representing the team/service as required.
- Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.
- Collate data, prepare reports / statistics to meet statutory / management information requirements.

Duties for All

- Values: to uphold the values and behaviours of the organisation.
- Equality & Diversity: to work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare:
 - to maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
 - to have regard to and comply with safeguarding policy and procedure as appropriate
- Carry out any other task which might reasonably be required.

Key Tasks

- Provide *specialist* technical IT Support to whole school for a variety of hardware and software systems, including networking.
- Provide generic IT technical support across the school.
 - General technical support and troubleshooting of software and hardware issues across the whole school (1st and 2nd line), including routine maintenance
 - Contribute to maintaining network infrastructure
 - Contribute to maintaining specific systems which may include network printing, Windows Updates, Anti-Virus, Windows Deployment.
 - Preventative maintenance for key hardware
 - Documentation for procedures and user guides.
- In addition, specialist tasks including at least several of the following, according to the skills and development needs of the successful candidate:
 - Maintaining the LAN structure including VLANs, switches and cabling
 - Low/Mid level monitoring of log files from various software systems
 - Managing the Print System comprising MFP printers and Papercut Software
 - Wireless LAN maintenance and troubleshooting
 - Providing help and training for G-Suite and Adobe software to teachers/support staff
 - LAN management including Windows Updates, Windows Deployment, Software Installations
 - Managing Mac Suites



Person Specification

	Essential	Desirable
Christian Commitment	Able to support the aims and mission of an ecumenical Christian school	Personally committed Christian, member of any denomination served by the school.
Educational	Relevant subjects studied to A' Level or BTEC	Relevant technical accreditation
Experience	<p>Experience in IT Support</p> <p>Understanding of LAN management principles(in enterprise/business environment)</p> <ul style="list-style-type: none"> ● switches including VLAN, port ● PC imaging, DNS, DHCP, updates, anti-virus etc) ● knowledge of MS Active Directory <p>Experience of processing log files</p> <p>Understanding of website structure and design. Experience of using a CMS for website management</p> <p>Knowledge of iMacs for creative/media use</p> <p>Knowledge of LAN monitoring and support systems</p>	<p>IT Support Experience in school setting</p> <ul style="list-style-type: none"> ● experience of managing switches in a LAN environment ● experience of managing DNS, DHCP, software deployment and PC imaging in MS Windows, WSUS ● experience of managing AD (server 2012 onwards) including users and group policies <p>Experience of processing log files from various systems in an educational context</p> <p>Experience of LAN printing system, preferably with MFD support</p> <p>Gmail, Google Classroom and other Google apps preferred. Other productivity tools and/or Adobe CC may be helpful.</p> <p>Knowledge/experience of Aerohive systems (WiFi management)</p> <p>Experience of G Suite for education/enterprise</p> <p>Experience of managing a website in an educational context</p> <p>Experience of managing iMacs/OS X in LAN, preferably in education context</p>

Personal Qualities	<p>Able and willing to maintain professional attitudes and responsibility with children and young people</p> <p>Able to prioritise tasks</p> <p>Flexible, willing to learn new systems and undertake training in post if necessary.</p> <p>Calm and resilient under pressure.</p> <p>Able and willing to get on with people - good 'people skills'. Friendly, helpful and patient with others. Good team player.</p> <p>Trustworthy and able to work to deadlines under own supervision. Be well organised.</p> <p>Attention to detail in communication and planning.</p>	
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How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

Mrs C. Whybra
Personnel Officer
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 5th March 2018

Interviews will be arranged as soon as possible.

We look forward to hearing from you.



Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".