



# IT Technician

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900. An application pack is available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully



Jo Meloni  
**Headteacher**

## IT Technician

37 Hours per week  
Grade 4.5 (£23,500)

Sackville is a popular and oversubscribed large, mixed, 11-18 comprehensive with 1700 students on roll. It is a friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and developing a lifelong love of learning.

We require an IT Technician to assist the Network manager. The successful applicant will support the provision and maintenance of the ICT infrastructure and will act as a first point of contact for staff and students in the diagnosis and correction of ICT problems. An ability to communicate confidently with both staff and students is essential. We are looking for someone who is a good team member but also able to work on their own initiative.

The successful candidate should have good interpersonal and organisational skills, be a strong communicator and be able to work as part of a successful team. An interest in IT and a willingness to learn is preferred. The ideal candidate will ideally have at least 2 years' experience in working in a previous ICT Technician role, preferably in the education sector, although not essential.

We are a very friendly, successful IT team of a Network Manager and two technicians. This is a very varied role where no two days are the same and a real chance for you to develop a range of skills.

**Hours:** 37 hours per week Monday to Friday

**Closing Date:** 22 March 2024

**Interview date:** 26 March 2024

**Salary:** Grade 4.5 £23,500

To express interest in this role and get further details, email Katie Dawson the Head's PA for the attention of Jo Meloni [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# JOB DESCRIPTION

## IT Technician

### Main Tasks/duties/responsibilities

- Provide time critical support to school staff in support of teaching and learning and general operation
- Completing directed tasks by the Network Manager as set out through our ticketing system
- Provide hardware and software support to users of the main school admin network
- Assist with backup of essential data and system files on main school network
- Assist with maintaining network security – admin and user level: ensure that anti virus software is in place on servers and all stations
- Assist with ensuring that anti virus protection is in place and regularly updated on all curriculum stand alone PC's
- Remove old software from network
- Overall 'tidy up' of network
- Update termly backup tapes
- Assist with anti-virus update on servers and all networked stations

### GENERAL REQUIREMENTS

- Participating in the School's appraisal system
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- Promoting the school's policy on Culture for Learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post including supporting students in examinations if required

### HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

### SAFEGUARDING

- Follow all school safeguarding procedures and policies.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

# PERSON SPECIFICATION

## IT Technician

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
A good level of education to GCSE standard in Mathematics and English or equivalent	✓	
Willingness to develop own expertise	✓	
Experience		
Previous experience of working as a technician or in an IT environment		✓
Successfully working as part of a team	✓	
Working in a secondary school or other educational setting		✓
Abilities and aptitudes		
Clear communication skills (spoken, written and use of ICT)	✓	
To be able to contribute to ICT developments in the school	✓	
A sound understanding of computers and associated equipment, and a logical approach to fault finding and repair	✓	
Ability to plan effectively and prioritise effectively	✓	
Very good interpersonal skills	✓	
Ability to work under pressure and to prioritise	✓	
Ability to work well as part of a team	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Confidentiality	✓	
Ability to work sensitively with a wide variety of people	✓	
Confident use of IT packages such as Google Drive and Microsoft Office	✓	
Confident use of IT Management system		✓
Knowledge and/or experience of the workings of networks		✓
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purpose.

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



# Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our  
Vision

Our  
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together  
We  
Achieve

Sackville  
Way

Our  
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



PO **S** ITIVITY  
A **A** MBITION  
C **C** OMMUNITY  
TEAMWOR **K**  
INCLUSI **V** ITY  
CUR **I** OSITY  
RESI **L** IENCE  
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**Sackville School**  
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Sackville School

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