



# Technician IT/Network

## Full time, Permanent

### Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

## **Executive Headteacher's welcome**

Thank you for your interest in this opportunity to join Astley Community High School as a **Technician based in our ICT Department** working across Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School. This candidate information pack will tell you much more about the school and the role.

Astley Community High School is part of the Seaton Valley Federation of Schools. The other members of the federation are Whytrig Middle School, which is co-located with Astley in Elsdon Avenue and Seaton Sluice Middle School. The three schools share a single governing body.

We are also about to embark on an exciting new chapter. Work is underway for a multi-million pound brand new building for Astley Community High School and Whytrig Middle School, which we hope to move into in September 2025, creating fantastic facilities for our students and staff.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted. I strongly believe that the relatively small size of all three schools provides a great environment to get to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact Matty Kiddell, IT Manager on 0191 2371505



**John Barnes, Executive Headteacher – Seaton Valley Federation of Schools**

## Our ethos and values

We have three main themes to our ethos:

- 1. To know every child academically and pastorally as a complete young person.**
- 2. To treat everyone and everything with respect.**
- 3. To strive for everyone to be as good as they can be and to be proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About Our Schools

	Age Range	Total number of pupils	Number in sixth form
Astley Community High School	13 - 18	608	163
Seaton Sluice Middle School	9 - 13	310	N/A
Whytrig Middle School	9 - 13	325	N/A

Astley Community High School attracts a number of students from outside the Seaton Valley area. There is a strong sixth form and we typically retain 75% of our Year 11 students for further study. More information including our prospectus is available from: [www.svf.org.uk](http://www.svf.org.uk)

## About our performance

	Overall Effectiveness	Last Ofsted Inspection
Astley Community High School	Good	November 2019
Seaton Sluice Middle School	Good	July 2023
Whytrig Middle School	Good	November 2021

We are very proud all three schools in Seaton Valley Federation are rated as **GOOD** schools by Ofsted. The most recent inspection at Whytrig Middle judged the school to be a Good school overall and 'Outstanding' for behaviour and attitudes. See below some of the comments made on our most recent Ofsted reports:-

"Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it. One pupil said, 'There are too many good things and I would not have time to tell you about them all.' Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they can really teach. There is a culture of safety in the school. Pupils say they feel safe and they value the work of the school in helping them to understand how to keep themselves safe."

### **Ofsted 2019 (ACHS)**

"This school is an inclusive environment where pupils value each other. They respect and celebrate difference. There is a strong sense of community and pupils feel responsible for each other. Pupils spoken to would all challenge bullying if they saw it. Parents and carers and pupils agree that if bullying does occur, it is dealt with effectively by staff. Pupils feel safe and happy here. They are rightly proud of their school. Behaviour is exemplary. Pupils who have previously found school difficult thrive and flourish here. The culture and relationships are exceptional at Whytrig. Both staff and pupils flourish here. School leaders place a high priority on keeping pupils safe." **Ofsted 2021 (WMS)**



**Astley Community High School**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

**Technician (IT / Network)**

Permanent, 37 hours per week, full year  
Band 3: £23,500 to £23,893

**Small enough to care, big enough to make a positive impact**

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9 to 18 year olds throughout Seaton Valley. This role will provide IT and network support across all three schools in the Federation under the day to day management of the IT Manager.

You will assist in maintaining the schools' IT networks and systems, setting up accounts for new users, and providing technical support for all users to ensure that they can make optimum use of the Schools' IT networks and systems, associated hardware and software. You will also support the implementation of IT projects as we continue to develop an integrated approach across the Federation.

The successful candidate will have at least a Level 3 qualification, or equivalent experience in a relevant discipline with experience of providing IT support services to a range of service users and some experience in using google suite would also be an advantage. You will need to be well motivated, organised and able to work independently as well as part of a team.

Visits to the school are also warmly welcomed and encouraged. Please contact Matty Kiddell, IT Manager on 0191 2371505 or email [vacancies@svf.org.uk](mailto:vacancies@svf.org.uk) to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form must be submitted **by 9am on Monday 26th February 2024 by e-mail to [vacancies@svf.org.uk](mailto:vacancies@svf.org.uk)**

Further information about all of our current vacancies is available at: <http://www.svf.org.uk/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL  
JOB DESCRIPTION**

<b>Post Title: IT Technician Level 2</b>	<b>Director/Service/Sector: Schools</b>		<b>Office Use</b>
<b>Grade: Band 3</b>	<b>Workplace: Seaton Valley Federation</b>		<b>JE ref: SG46 HRMS ref:</b>
<b>Responsible to: IT Network Manager/Business Manager</b>	<b>Date: February 2020</b>	<b>Manager Level:</b>	
<b>To work under the direction and instruction of the IT Network Manager: provide general support in a specific resource area to all staff and pupils including the preparation and routine maintenance of IT equipment.</b>			
<b>Resources</b>	Staff	None	
	Finance	None	
	Physical	IT Equipment, Office Equipment and IT related data.	
	Clients	Internal (Teachers, Other Staff, Pupils, Governors).	
<p><b>Duties and key result areas:</b></p> <ol style="list-style-type: none"> <li>1. Support staff and students with their work – setting passwords, extending file space, setting up new user accounts, closing user accounts when required.</li> <li>2. Replace keyboards, mice, printer toners, monitors and other basic IT components when needed</li> <li>3. Identify problems and faults with computers, troubleshoot and repair</li> <li>4. Assist in the Maintenance of interactive whiteboards, projectors and sound equipment around the school</li> <li>5. Assist in installing IT equipment around the school</li> <li>6. Assist the IT team in the installation of software, backup and restoring drives and systems.</li> <li>7. Attend and participate in regular IT team meetings</li> <li>8. Comply with all school policies relating to: <ul style="list-style-type: none"> <li>Health and Safety</li> <li>Equal Opportunities</li> <li>Child Protection</li> <li>Confidentiality and data protection.</li> </ul> </li> </ol> <p>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. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p>			

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

<b>Transport requirements:</b>	Required to use own transport to attend meetings both within and out-with the County.
<b>Working patterns:</b>	Normal hours but need to also work 'out-of hours' as necessary.
<b>Working conditions:</b>	Normally indoors.

### PERSON SPECIFICATION

<b>Post Title: IT Technician Level 2</b>	<b>Director/Service/Sector: Schools</b>	<b>Ref: S1460</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess By</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent Qualification or experience in relevant discipline</li> <li>• Good numeracy and literacy skills</li> </ul>	•	(a), (i)  (t)
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience of working in a relevant area in a school or learning environment</li> </ul>	•	A
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Effective use of IT and other specialist equipment/resources</li> <li>• Excellent IT and keyboard skills</li> <li>• Ability to work with children and adults</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and enthusiasm for other curriculum areas</li> </ul>	(a), (i), (r)

<ul style="list-style-type: none"> <li>• Ability to work independently with minimum supervision, but also able to work well as a team with other members of staff.</li> <li>• Willingness to participate in any training relevant to the post</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Be able to lift IT equipment of a moderate weight.</li> <li>• Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willingness to participate in training and personal development</li> </ul>		(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits



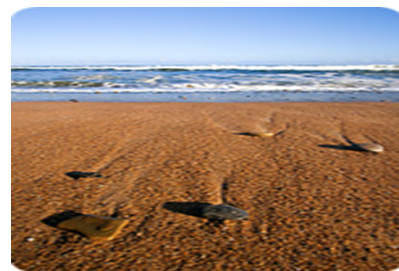
## **Working in the Seaton Valley Federation of Schools**

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 26 and 31 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's Customer Services and public library.

## **Living and working in Northumberland**

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## **Our commitment to professional development**

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages and share best practice.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- We provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## **Our commitment to equal opportunities**

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination.

Our Equality and Diversity in Employment Policy is available from:

[www.svf.org.uk/our-federation/policies](http://www.svf.org.uk/our-federation/policies)

## Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

In accordance with Keeping Children Safe in Education (2022) as a school we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our schools is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information and further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview.

## How to apply

Please read the job description and person specification for the post and the application guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees must be **e-mailed by 9am Monday 26th February 2024** to: [vacancies@svf.org.uk](mailto:vacancies@svf.org.uk). Please quote **Technician (IT/Network)** in the subject of the e-mail. In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.