



Job Application Pack

Darland High School

Network Technician – ICT

£24,491 - £25,991 pro rata

(£20,496 - £21,751) **G07**

Start date: May 2021

Closing Date:

12:00 noon, Wednesday 21st April 2021

Interview Date:

Friday 30th April 2021

Headteacher Joanne Lee





Letter from the Headteacher

Dear Colleague,

Thank you for your interest in working at Darland High School.

I am immensely proud to be the Headteacher here at Darland and I want everyone who comes to Darland High School to be an equally proud member of our family. Our work is about making a real difference to the lives of children so that they in turn make a discernible difference to their communities, our town and our world.

We serve a diverse community in North East Wales, ranging from high levels of disadvantage and deprivation to affluent areas of rural Wrexham, and we work as a team to provide all our students with the best education and opportunities to inspire them to be successful.

Our students are at the heart of everything we do at Darland High School, every child matters to us and we believe that every child can succeed. Our moto is 'Aspire, Apply, Achieve', our expectations for academic standards and behaviour are therefore unapologetically high.

I was appointed as Headteacher in September 2019, and although all schools now find themselves in uncharted territory, we are undoubtedly on a journey of change with our sights set on becoming an excellent school. We have a dedicated team of over 135 staff who work together tirelessly with this goal in mind.

I look forward to reading your application.

Kind regards,

Joanne Lee

Headteacher



Chair of Governors, Cllr Rob Walsh & Headteacher, Joanne Lee



Application Details

Thank you for your interest in the **Network Technician – ICT** vacancy at Darland High School. We are looking for a passionate and driven individual to make a contribution to the current team at Darland High School.

Line Manager: Assistant Headteacher i/c Curriculum

Hours: 37 hrs/week (term time + 10 days – to include training days)

Further details of this post can be found in this pack, details of the school can be found on our website which is currently being updated. Details of how to apply can be found below:

How to Apply

Should you wish to apply for the post, please complete and return the Wrexham Authority application form and the school's safeguarding self-disclosure form directly to the school along with a covering letter addressed to our Headteacher, Mrs. J Lee, which clearly demonstrates your suitability for this role.

Application pack and safeguarding self-disclosure forms can be downloaded from our website and submitted via email to headteacher@darland.wrexham.sch.uk with Network Technician – ICT in the subject line, or by post for the attention of Mrs Lee, to the following address:

Recruitment

Darland High School
Chester Road
Rossett
Wrexham
LL12 0DL

Application forms & safeguarding self-disclosure forms: These can be downloaded from the school website at <https://darland.wrexham.sch.uk/vacancies/>

Wherever possible, please provide email addresses for your referees.

Closing Date: Please ensure your application arrives by 12:00 noon on the closing date of **Wednesday 21st April**.

Interview: Interviews for the role will be held on **Friday 30th April**.

Safeguarding: Darland High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All new staff will be subject to an enhanced DBS check and the school's self-disclosure process.



Post: Network Technician – ICT

PURPOSE:

Working with Wrexham ICT Support, provide specialist support for ICT networks and equipment throughout the school. Support the school's ICT strategy lead with staff support and advice. Under the line-management of the Assistant Headteacher i/c Curriculum, provide guidance and support for an ICT apprentice.

DIMENSIONS:

Darland High School is an English-medium secondary school in North East Wrexham. In September 2019 Joanne Lee was appointed as Headteacher. Since this time the school has been undergoing significant system change in many areas, and developing a strong culture of collegiate support and constant improvement. We are looking for an enthusiastic individual who enjoys working within a creative and innovative environment. The ability to think innovatively is welcomed.

In the last 18 months Darland High School has seen significant investment in its IT infrastructure and usage. Our teaching staff are continually looking to advance their IT skills, and although no previous experience of training colleagues is required, supporting and working with all members of the Darland staff team will be an integral part of the role.

Darland High School strongly encourages continued professional development of all staff, and welcomes candidates who are committed to their own career journeys through continual training. The school supports staff development by investing in training courses available through outside providers.

In light of the current circumstances please contact the Headteacher's PA, Mrs. Clare Pickup on headteacher@darland.wrexham.sch.uk directly if you wish to have a tour of the site and a discussion about the role prior to the deadline (social distancing measures followed).

Main Responsibilities

Networks

- Carry out routine maintenance of the networks used in school.
- Determines the backup, restore and data-recovery strategies, and documents the policy.
- Manages the security of the directory.
- Ensure Anti-Viral software is up to date and downloads and install patches to optimise performance.
- Determines all directory administration, integration and operation strategies
- Detects intrusions and protects against viruses.
- Manages user policy usage and requirements (password provision)
- Liaises with Data Manager and Wrexham IS to ensure optimal SIMS performance.
- Maintain and develop the stability and security of the wireless network.
- Report all instances of misuse to the SLT and provide records to support SLT investigations.
- Undertake relevant duties as may be required by the Headteacher.

Hardware support

- Be available to help staff with technical issues related to ICT.
- Oversee the set-up of hardware for presentations when required to do so.
- Maintain an inventory of all ICT equipment.
- Set up peripherals and manage the replacement of consumables (e.g. toner cartridges)
- Manage the installation and servicing of all hardware in conjunction with Wrexham IS.
- Liaise with Wrexham IS in the event of malfunctioning hardware.

Culture

- Contribute to an environment where students and staff are motivated to achieve and thrive.
- Ensure a culture of aspiration is established through a focus on high standards in all aspects of the role.
- To contribute to the skills and training of staff when required.
- To engage with continuous professional development provided by expert trainers.

Management Protocols

- To meet with the Assistant Headteacher every morning to clarify the tasks required that day.
- To comply with the school's procedures for absence management.
- To carry a walkie-talkie when on school site to ensure that he/she is contactable.
- To not access any school network systems when not at work and to only work within the hours stipulated above.
- School ICT equipment must not be taken off site.

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and wellbeing of all learners.
- To work openly within the framework of best practice identified in the school safeguarding policy.
- To report any concerns regarding pupil safety or staff working practices to the DSP.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.



Person Specification:

Post: Network Technician – ICT

For evidence, A = Application, I = Interview, R = Reference.

ITEM	ESSENTIAL	DESIRABLE	How it will be assessed
Qualifications	Good honours degree Evidence of recent professional development related to IT networks		A
Experience	Basic knowledge of IT networks. Evidence of working successfully in a secondary school environment	Experience of working with staff and supporting with IT issues within an educational environment.	A / I
Knowledge and Skills	Knowledge and experience of Microsoft Windows 10 Operating System, Microsoft Office 365 and associated software. Commitment to safeguarding Communicate with clarity Ability to prioritise and manage work load efficiently	Experience or working knowledge of: <ul style="list-style-type: none"> Windows Server and Mac Operating Systems. ISO 27001 or Cyber Security. Working knowledge of SIMS and common Microsoft programmes	A / I
Personal Qualities	Organised and ability to multi-task and prioritise Good communicator at all levels Team Player Enthusiastic and positive Use of initiative and able to apply common sense to solving problems Flexible and adaptable approach to work Positive, growth mindset Strong moral purpose and drive for improvement Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills; presence Good sense of humour Desire to develop yourself Ability to give, receive and act on feedback	Ability to think creatively	A / I / R

	Strong attention to detail and clarity		
	Ability to work under pressure		
	Commitment to the full life of the school		
	Willingness to offer extra-curricular provision		