



ORMISTON  
SIX VILLAGES  
ACADEMY



# IT Technician

## Candidate Pack

**Principal: Mr Paul Slaughter**

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*“Outcomes for pupils across the school are now good and improving.”*

Ofsted, September 2017

# Contents

3	Letter from the Principal
4	Job Description
5-6	Person Specification
7-8	About Ormiston Academies Trust
9	CPD

*“Leaders are ambitious for the school and its pupils. They have created a positive and warm environment for learning. Higher expectations have helped pupils to make faster progress...”*

Ofsted, September 2017

## *We believe in the limitless potential of every young person we serve...*

As Principal of Ormiston Six Villages Academy, I would like to extend a very warm welcome to you. This is a fantastic time to join our small, vibrant and caring learning community at Six Villages. We provide students with a safe, positive environment to explore, learn, investigate and develop into confident young adults who are ready to enter an ever changing and competitive world. In September 2017, Ofsted granted Six Villages a rating of 'Good' in all categories and the Ofsted November 2022 inspection confirmed our academy is consistently good in all categories.



We are seeking to recruit an energetic and forward-thinking **IT Technician** to assist in the maintenance of the academy's ICT network infrastructure and to provide technical support for all academy network users. The successful applicant will be an integral part of our dedicated ICT team, providing effective assistance across the academy, responding to helpdesk ticket requests, resolving IT issues for staff and students, assisting with the installation, maintenance and repair of hardware and software, and will have the opportunity to develop their IT skills within a collaborative environment.

This position would suit an individual who is supportive and enjoys the challenge of a busy and varied role. The successful applicant will be a team player, will be flexible in their approach and will have a keen interest in IT, experience of working in an IT environment and will be willing to undertake relevant training. As this role is based within a busy school environment, the successful candidate will be an active part of daily school life. Alongside supporting staff with technical issues, you will regularly interact with students in a professional and approachable manner. The position also includes contributing to first aid duties and whole-school duties such as lunchtime supervision, helping to maintain a safe and positive atmosphere around the site. This is an excellent opportunity for someone who enjoys being part of a vibrant educational community and is confident engaging with young people.

This is a fantastic time to join our small, vibrant and caring learning community at Six Villages. We provide students with a safe, positive environment to explore, learn, investigate and develop into confident young adults who are ready to enter an ever changing and competitive world. We aim to stretch, to stimulate and grow a love of life-long learning. We know that academic achievement of the highest order is within our reach and we strive to become a truly exceptional academy.

With this in mind we are looking for exceptional professionals to join our staff body who demonstrate the ability to achieve outstanding student outcomes and make a significant difference to the lives of the young people at Six Villages. The academy offers an excellent induction. We actively promote continuing professional development and encourage staff to pursue enhancement programmes. To further your insight into our academy, please take a tour of our website at [www.ormistonsixvillagesacademy.co.uk](http://www.ormistonsixvillagesacademy.co.uk)

To further your insight into our academy, please take a tour of our website at [www.ormistonsixvillagesacademy.co.uk](http://www.ormistonsixvillagesacademy.co.uk). If you have any further queries or wish to arrange a tour of the academy, then please do not hesitate to contact Mrs Canadas, Administration Manager, on 01243 546802 or by email [ccs@ormistonsixvillages.org.uk](mailto:ccs@ormistonsixvillages.org.uk).

If you would relish the opportunity of working with us, then we would welcome your application. We reserve the right to close this vacancy or interview early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. Your application should include a section explaining your interest in this post and why your qualifications, professional experience and knowledge, professional expertise and personal attributes are relevant to this appointment.

I look forward to reading your application.

A handwritten signature in blue ink, appearing to read 'Paul Slaughter'. The signature is stylized and cursive.

Paul Slaughter  
**Principal**

*The academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.*

## Job Description

<b>Location</b>	Ormiston Six Villages Academy	<b>Area</b>	IT Support
<b>Pay</b>	OAT Grade 2, Points 3-5 FTE: £24,796 - £25,584 Actual: £22,968.95 - £23,698.88	<b>Hours</b>	37 hours per week (8am-4pm Monday-Thursday, 8am-3.30pm Friday) TTO + INSET days + 3 weeks (42 weeks per year)
<b>Reporting to</b>	IT Manager	<b>Line manages</b>	N/A

### The Role

To provide an ICT, Media and AV support service to the academy

### Key Responsibilities

- To provide necessary support to the network and learning platforms
- To assist with the repair of computer hardware and installing and configuring new software and equipment.
- To set up new user accounts and to deal with password issues
- To assist in creating a structured approach to rolling out new hardware or software, including procurement, testing and assessing the needs of user training.
- To maintain all peripherals
- To be responsible for an efficient stock control system and associated records. Order equipment and supplies to secure best value for goods and services.
- To receive and check deliveries and associated invoices, notify the appropriate person of discrepancies.
- To maintain an up-to-date ICT hardware inventory
- To maintain an up-to-date inventory of ICT software and licences in school.
- To maintain all ICT equipment
- To manage booking of ICT equipment.
- To be responsible for setting up AV equipment for academy events
- To assist with the maintenance of cashless catering system.
- To produce ID badges for staff
- To update the academy website and fulfil social media requests, eg. Twitter, Instagram accounts
- To ensure the safe disposal of obsolete equipment used consumables and waste materials in line with recognised procedures and legal requirements.
- To keep abreast of current hardware and software developments and provide advice on the best product for a given task.
- To assist in planning and implementing changes to elements of the ICT service as required.
- To work to and give guidance to others on the ICT acceptable use policy.
- To ensure academy policy on staff and pupil access to data and files is implemented.
- To work with staff and students to support teaching and learning.
- To be part of the academy wide training programme and deliver training when required.
- To attend and participate in meetings within the academy as required.

### Academy culture

- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times
- To be active in issues of student welfare and support

## Other

- To be a first aider and undertake duties in line with the duty rota
- To undertake lunch duties in line with the duty rota
- To be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Principal
- To undertake other various responsibilities as directed by Line Manager or Principal
- To meet the expectations of all staff as laid out in the Staff Code of Conduct
- To uphold all academy policies with consistency and diligence.
- May assist escorting students on educational visits
- May invigilate exams and support with access arrangements
- To actively promote the academy at all times

Any other duties commensurate with the grade and nature of the job description.

## Person Specification

Qualifications criteria	Essential / Desirable	Assessed through
Level 2 English and Maths qualification	E	Application/certificates
Eligible to work in the UK	E	Application/certificates
<b>Knowledge &amp; Skills</b>		
Knowledge of network, security and the internet	E	Application/interview
Knowledge and compliance with policies and procedures, eg. health and safety, child protection, GDPR	E	Application/interview
Knowledge of e-learning and relevant software and hardware	D	Application/interview
Knowledge of what constitutes a positive ICT learning environment and how to work with teachers and students to raise standards	D	Application/interview
Knowledge of VLANS and active directory	D	Application/interview
Knowledge of/proficiency in social media	D	
Knowledge of Ubiquiti UNIFI, Hikvision, Smoothwall and Papercut systems	D	
<b>Experience</b>		
Experience of delivering training to students and staff	D	Application/interview/ references
Experience of working within an ICT environment in a secondary school	D	Application/interview/ references
<b>Behaviours</b>		
Adaptability and the ability to work under pressure	E	Interview
Attention to detail and the ability to prioritise workload and achieve deadlines	E	Application/interview
Excellent communication, planning and organisational skills	E	Application/interview

<b>Qualifications criteria</b>	<b>Essential / Desirable</b>	<b>Assessed through</b>
Ability to develop good relationships of respect, trust and professional regard	E	Application/interview
Ability and willingness to undertake all necessary training	E	Application/interview
Demonstrates resilience, motivation and commitment to driving up standards of achievement	E	Application/interview
Proactive team member who recognises their responsibility to themselves and to their colleagues	E	Application/interview
High expectations and the ability to enthuse and inspire others	E	Interview
Energy and enthusiasm and the ability to keep things in perspective	E	Application/interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	E	Application/interview
Act as a role model to staff and students	E	Interview
A team player who can work effectively as part of a team and alone	E	Application/interview

# About Ormiston Academies Trust

## Work where it matters most, achieve what matters more

Be part of a team where passion meets purpose, as we work together where the challenge is greatest, to change the lives and build the futures of children and young people.

Ormiston, where every member of staff enjoys...

- The opportunity to build on the legacy of those who came before – being part of one of the longest standing trusts, created with the sole purpose of enabling children and young people to thrive
- Working for a Trust nationally recognised for its impact on disadvantaged children – a rewarding, stimulating career where staff are challenged to be the best they can be, for the pupils we are proud to serve
- Being part of a team and community where you belong – being part of a well-resourced and ambitious network of experts and professionals that work at the heart of communities
- A supportive environment to grow your career – an extensive professional development programme, alongside flexible working arrangements and generous benefits

## Why work for Ormiston?

Our vision is for a school system where every child thrives, regardless of background. Our people are at the heart of our approach – they are our greatest asset.

We exist to provide the best learning opportunities every day, in every school for every child. It is the people and teams in our Trust who make this a reality and ensure we have the greatest impact. If you join us at Ormiston, whatever your role, your work will have purpose and meaning.

## A culture that inspires

We are values-led and care deeply about the pupils in our schools.

Our Trust values are woven through everything that we do:

- **Ambition:** we believe everyone can achieve and we aspire for excellence in all we do
- **Learning:** we are always learning and see development as the route to improvement
- **Perseverance:** we embrace challenge and learn through doing difficult things
- **Collaboration:** we achieve more through working together
- **Inclusion:** we break down barriers to learning and participation

Our culture, underpinned by our values, is supported by:

- Promoting a supportive culture that values honest, sometimes challenging, feedback as an opportunity for learning and growth
- Ambitious goals for all pupils and staff
- A sense of belonging and a collective attitude of achieving more together and delivering excellence
- A dedicated survey where we listen carefully and respond to the views of staff
- Regular exposure to the Trust's Senior Leadership Team, for learning and support
- Regular internal communications, including newsletters, which include updates from our CEO
- A focus on collaboration, best practice and sharing of expertise

## Benefits that care for you

We value hard work and dedication and we're committed to ensuring you are supported, both professionally and personally, so that you can make the most impact for the children and young people in our schools.

Alongside nationally agreed terms and conditions, we offer a generous benefits package. This includes:

- Generous pension and life cover
- Access to health and wellbeing programmes, including counselling service
- Discounts on retail, travel and leisure through our benefits platform
- Free and confidential legal, tax and health 24/7 helpline
- Cycle to work scheme
- Automatic pay progression
- Flexible working arrangements
- And much more as part of a leading multi-academy trust

## Professional development that supports your growth

At Ormiston we invest in you. With learning as one of our core values, we see it as the pathway to continuous improvement and have designed our sector-leading professional development programmes to support your ambitions and unlock your potential. From bespoke career pathways to opportunities for leadership development, we help you achieve your goals:

- National conferences with inspiring speakers and workshops
- Access to subject experts and lead practitioners who share best practices across the Trust
- Trust-wide inset and staff development days in addition to academy scheduled training days
- Career-advancing initiatives such as NPQs, apprenticeships and professional development plans

Complementing our formal approach, we embrace our identity as a learning organisation by encouraging staff to take ownership of their professional development, recognising everyday moments as opportunities to learn and grow. We foster a culture where honest feedback is freely given and openly received.

## Equality, diversity and inclusion

We are proud to be a values-led and performance-driven organisation and we're creating an inclusive environment where everyone can thrive. We are committed to attracting and retaining diverse talent, fostering belonging and supporting all staff to succeed – helping to meet our overarching purpose of making a difference for every child and young person that we support.

## Ready to join us?

If you're passionate about making a difference and want to thrive in a values-led, performance-driven environment, we would welcome an application from you. To apply for the role, please submit an application via the link. Please note that CVs are not accepted.

*“Leaders and staff set high expectations for pupils’ learning, including those pupils with special educational needs and/or disabilities (SEND)...the school is a calm, orderly place... there is a strong sense of community in this friendly and inclusive school...pupils learn to become responsible, respectful citizens”*  
Ofsted, November 2022

*“If we can create a culture where every teacher needs to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve..”*

**Dylan William**

## *Your* CPD

High quality Continuing Professional Development is at the heart of Ormiston Six Villages Academy where staff feel nurtured, developed and can contribute to the development journey at the Academy.

We aim to develop our staff professionally and personally and our CPD is highly tailored to developing or enhancing the skills, knowledge and professional practice of each individual member of staff. A dedicated senior leader tracks the CPD and evaluates its impact to ensure that the needs of colleagues are met.

We believe that staff should have access to supportive and nurturing CPD at every stage of their professional career that adds value to the individual and their contribution to the academy. We actively promote and encourage staff to pursue:

- research engaged learning and development opportunities
- studying for a qualification or accreditation - we are committed to life long learning as adults and support staff with further enhanced study, for example, diplomas, apprenticeships. We also believe in contributing to CPD that leads to qualifications such as these, subject to mutually agreed criteria.
- online courses, for example webinars and podcasts