

Tapton  
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# Primary Area Senior IT Technician

## Application Pack



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Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.

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## A Message from our CEO



Thank you for your interest in joining Tapton School Academy Trust.

Through clear leadership and governance we plan to support and improve outcomes across all of our schools, transforming all our learners and becoming an outstanding Trust.

Engagement with every family is the touch stone for our work, ensuring a culture of high trust, common values, low threat and a shared moral compass. At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We David Dennis know that our staff are our greatest resource, and put in

Chief Executive Officer place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

## About Tapton School Academy Trust

**Tapton School Academy Trust** was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

## Our Vision

To realise the life chances and dreams of every child.

## Our Mission

To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.

## Our Schools

### Bradfield

Bradfield is an 11-16 school with around 1100 students, situated in beautiful Peak District surroundings. Our vision is '**where all people thrive**' and we strive to deliver an education that supports students to fulfil their potential, and to be successful, confident people who are equipped to explore what life and the world have to offer.

Our belief is that school should be a fun place to be – where the activities, teaching and facilities foster enthusiasm, enjoyment and strong relationships. Happiness and success at school are closely related and so most of all we want our students to be happy to come to school.

## Chaucer

Chaucer school is an 11-16 school based in the North of Sheffield. Performance is rapidly and continually improving and we place a very strong emphasis on achieving well in the subjects of English, Maths and Science.

Each student is unique and precious to us, and is equally valued for their culture and contribution. Our positive reputation for achievement, care and Positive Discipline is well established. High expectations are instilled in all our students from the start of their time at Chaucer. These include hard work, self discipline, courtesy and respect.

## Forge Valley

Forge Valley is a safe, inclusive learning community where students and staff learn and thrive together. Our ethos is based upon **everyone striving to become their very best**.

As a school we believe that ambition and endeavour provide our students with the mind-set needed, not only to succeed academically, but in adult life in an ever changing modern world. Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our students into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21<sup>st</sup> century.

## Tapton

Tapton is an 'outstanding' 11-18 school (Ofsted 2012) with around 1700 students, including a sixth form of around 500. Our ethos of **Valuing Everyone, Caring for Each Other and Achieving Excellence** underpin everything that happens in our school.

We believe that education should have a positive impact on all students. We aspire to improve the life chances and dreams of all our students through ongoing progress and improvement in learning.

Students are treated as individuals. We recognise and celebrate different abilities, aptitudes and interests and believe that everyone can develop through dedication and hard work. We aim high. Our aspiration is to have the best behaviour, conduct and manners of any school in the country, whilst recognising that children learn and grow at different rates as they become responsible citizens.

## Hallam

At Hallam, we want children to aim high and dream big. Through high quality teaching and positive relationships, we give our children every opportunity to achieve their full potential, make long lasting memories and prepare them for the next stage of their education.

**Diversity:** We develop children's understanding of diversity by teaching them to explore all aspects of life in modern Britain. We promote inclusion, tolerance and respect for all faiths, cultures and beliefs and give them opportunities to understand how they fit into their own personal, social and global world.

**Resilience:** We encourage children to take risks and overcome challenges through perseverance and a determination to succeed. We do this through having high expectations of the children, encouraging independence and offering opportunities for them to fail. We develop children's confidence and social skills and teach good manners and respect for all.

**Enquiry:** We value an enquiry led approach to our curriculum in which children are encouraged to be curious and investigate all aspects of learning, individually and collaboratively. Adults skilfully challenge children to enable them to achieve their full

potential through the delivery of a broad and balanced curriculum, which builds upon children's prior skills and knowledge to prepare them for the next stage of their learning.

**Aspiration:** We provide opportunities for children to aim high and have the confidence to become the individual that they aspire to be. Children are exposed to different roles, careers and encouraged to achieve their full potential regardless of their starting points.

**Memories:** We provide quality first teaching where children are given opportunities to transfer their new learning to their long-term memory and develop metacognition skills throughout their time at Hallam. We enrich our curriculum with a range of experiences, trips and visitors to motivate and inspire learning and to create a bank of positive memories which the children can look back on.

**Smiles:** We believe that the best learning takes place when children are happy and are having fun. We place a strong emphasis on positive mental health and well-being and work hard to ensure school is a positive place to be for children, parents and staff.

Children at Hallam are aspirational and in general enjoy a wide range of experiences out of school. Parents have high expectations of their children and that the school will provide their children with opportunities to achieve academic success. Our curriculum is designed to provide these opportunities whilst ensuring children develop social and emotional awareness to equip them for life.

## **Hillsborough**

Hillsborough School is a grade 2 listed building with two form entry to school and a three and four year old nursery. The Early Years unit is housed in a separate annex and operates as one unit while the rest of school is housed in the main building.

The school serves a wide and varied community with over 30 different languages spoken and no one predominant ethnicity in the school. Children eligible for FSM is above the national average and the school receive around £200,000 in Pupil Premium funding.

The school is Ofsted rated 'Good' with a section 8 inspection taking place in February 2020. The children achieve inline or above national outcomes and progress measures have been strong. There is a well-constructed curriculum in place. The school has a high percentage of mobility and this impacts across school life.

There is a Headteacher, three assistant Headteachers, one of which is shared with another Trust school, and a full-time SENCO. The school has a small inclusion team. It has a governing body that also serves Meynell and Southey Green School.

## **Meynell**

The school serves a mainly white British community on the north side of the city. The level of deprivation is high and the number of children eligible for FSM is well above average. As a result the school receives around £340,000 of Pupil Premium funding. Starting points are low.

The school has a two year old nursery provision for up to 40 children and a three, four year old nursery which can reach 52 places with a total of 104 children on roll. The nursery is placed in a purpose built Children's Centre at the edge of the site and this ensures good working relationships with other early years providers.

The school currently holds an Ofsted rating of 'Requires Improvement' from October 2019. The school is embedding a well-structured curriculum. At the end of Year 6 the children generally perform below national standards.

There is a Headteacher, four assistant Headteachers, one shared with Hillsborough Primary School, and two full-time SENCOs. The school has a large Inclusion team. There is a governing body in place which serves two of the other Trust schools.

## **Southey Green**

Southey Green are committed to giving our children the very best education. We recognise the individuality of every child and young person and aim to ensure that each one achieves their full potential. The curriculum is unique and personalised to Southey as it incorporates a range of key elements aimed to remove specific barriers to children's learning and enrich children's experiences to ensure that they leave our primary school as successful learners.

### **Our aim is that children leave our school:**

- As **responsible** members of society.
- With curious minds and a developing understanding of the world around them.
- Articulating ideas while being **respectful** and considerate of others views.
- With raised aspirations – children are **ready** to take on new challenges.
- Literate and numerate.

The school was inspected in October 2021 and was graded 'Good' in all areas. Ofsted stated that 'Pupils are happy, keen and engaged. Pupils, staff, parents and carers appreciate the family feel of the school.' Pupils said, 'School is just marvellous.' Staff have high expectations and aspirations for all pupils, including those with special educational needs and/or disabilities (SEND). Pupils live up to these expectations; they are ever mindful of being 'Ready, Respectful and Responsible'. They have positive attitudes to learning and enjoy all that they do.

The school has a 32 place two year old provision and a three/four year old nursery with a 78 place capacity often giving 156 children on roll in the nursery. The Senior leadership team is made up of a Headteacher, six assistant Headteachers, and an inclusion lead. It also has a large Inclusion/SENCO team. This is the third school who have a joint governing body

## **Wisewood**

Wisewood Primary School is a caring, inclusive and welcoming one form entry school providing education for children aged 4 to 11. Our ethos of **Aspire, Believe, Contribute** underpins everything that happens in our school and we work collaboratively to ensure that all our children are happy, safe and confident to be the best that they can be. Wisewood children aspire to excellence, believe in themselves and contribute to the community.

**Aspire:** To know the full range of opportunities available to them and be confident they can achieve them.

**Believe:** To believe in themselves, celebrate successes and show the resilience they need to overcome adversity.

**Contribute:** To acknowledge the value and role they play in school and the wider community and to recognise the social and cultural diversity of modern Britain where they respect the thoughts and beliefs of others.

The school was inspected in March 2022 and was graded ‘Good’ in all areas. Ofsted stated that:

- “Parents and carers are overwhelmingly positive about the school;”
- “Staff have created an environment that facilitates effective learning and takes account of the needs of all children;”
- “Pupils enjoy school, are tolerant and respectful and have a good understanding of diversity.”
- "Staff care deeply about the well-being of pupils and pupils trust staff implicitly.”

As a small school in a close-knit community we are able to ensure that each pupil is recognised and celebrated for their individual qualities and achievements, and work in partnership with parents and the wider community to build positive relationships that help to develop healthy and happy children. We look forward to welcoming you to our school community.

## Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
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Effective Schools	<ul style="list-style-type: none"> <li>• Securing high levels of attendance and low levels of persistent absence</li> <li>• Ensure safeguarding policies and practices operate effectively</li> <li>• Build relationships further between schools and vulnerable families</li> <li>• Further focus on vulnerable learners to reduce suspensions and exclusions</li> <li>• Close the attainment gap between disadvantaged learners and other learners.</li> </ul>
Outstanding Outcomes	<ul style="list-style-type: none"> <li>• Improving the quality of education in each school</li> <li>• Provide learning in every classroom for every learner that is at least good and addresses each learners need</li> <li>• Continue to develop a Trust in which learners achieve high rates of progress.</li> </ul>
Sustainable Trust	<ul style="list-style-type: none"> <li>• Actively communicate and engage with all stakeholder groups</li> <li>• Continue to ensure best value and use of all resources • Develop revenue raising opportunities • Future proofing buildings and facilities.</li> </ul>
A Great Place to Work	<ul style="list-style-type: none"> <li>• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches</li> <li>• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience</li> <li>• Develop a succession plan with an emphasis on executive leadership</li> <li>• Further develop our approach to staff wellbeing.</li> </ul>

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

## The Role

Tapton School Academy Trust are seeking to appoint a Senior IT Technician to work across the Trust. This role will commence on 1<sup>st</sup> September 2022.

This role will work within the IT Team at Tapton School Academy Trust across multiple sites in developing a strong service to each school. Routine duties will include resolving issues for desktops, laptops, servers, tablets, projectors and interactive whiteboards, this will also include system upgrades. As no two days will be the same, you may need to cover a variety of tasks as the role develops, this means you will need to have excellent organisational skills, be flexible in your approach to work and be willing to learn to keep up with any changes.

<b>Salary Range:</b>	Grade 4 (SCP 7-12) - £20,092-£22,183
<b>Responsible To:</b>	Primary Area IT Manager

<b>Responsible For:</b>	IT Technicians
<b>Hours of Work:</b>	37 hours per week, 52 weeks per year
<b>Holidays:</b>	N/A
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Salary Sacrifice Car Scheme</li> <li>• Cycle to Work Scheme</li> <li>• Discounted membership for Westfield Health</li> <li>• Occupational Health</li> <li>• Wellbeing Programme</li> <li>• Continuous CPD and Training.</li> </ul>

## Responsibilities

### Configuration, Installation and Support Request Management

- Respond to requests for IT support in accordance with Helpdesk procedures and priorities.
- Encourage users to adopt good IT practice and ensure correct and appropriate use of equipment, including computers, printers, AV equipment and photocopiers.
- Produce user guides and provide basic IT training to new and existing users.
- Ensure delivery arrangements for resources are appropriately planned and communicated.
- Installing new equipment, and configuring it in line with the Trust's requirements and as instructed – to include imaging and installing new PCs.
- Maintain stock levels ordering equipment/ consumable goods or notifying Line Manager as appropriate.
- To ensure the provision of IT support and guidance where appropriate to the staff of the Trust, particularly within the curriculum.
- Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary and all maintenance is appropriately recorded.
- To support all Trust schools when required.
- Day to day responsibility for multiple sites.

### Strategy, Planning, Budget and People Management

- Be aware of and support the Trust's strategies and vision for technology.
- Support the Network Manager where requested with budget management. Ensure all procurement follows the Trust's procedures.

- Be aware of new and evolving hardware technologies and where possible or requested make recommendations on how they should be incorporated into the Trust.
- To undertake recognised training as necessary in accordance with a planned programme of development.
- To ensure a healthy and safe working environment and compliance with healthy and safe working practices.
- Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions.
- Any other duties and responsibilities appropriate to the grade and role.
- All responsibilities to be carried out in accordance with the Trust's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.
- To work as part of the team in providing a high level technical service within the Trust, both within the IT department and as required within other teaching areas.
- To work collaboratively with teaching and learning and business.
- To supervise any IT Technicians within the team and deputise the Network Manger when required.
- As requested by the Network Manger or Trust IT Director to source equipment and services.

### **Desktop, Application, Server and Network Support**

- A wide range of technical duties associated with the computer network and desktop services, primarily in connection with existing installations and upgrading of these installations.
- Install or repair computers with standardised applications and networking software, diagnosing and solving problems that develop in their operations.
- Carry out maintenance and modifications (where required) to existing IT and AV hardware to ensure it is fit for purpose.
- Support client/ server based applications.
- Monitor the performance of IT and AV hardware, software and cabling with a view to rectifying particular or recurring problems and providing reports to management, senior staff and/or suppliers.
- Provide lifetime maintenance to IT and AV hardware and maintain physical computer peripherals including power, data & security cabling.
- Where required or requested liaise any other third party suppliers on design and maintenance issues, fault diagnosis and rectification, and provide feedback to the Network Manager on the performance of all suppliers who offer support or delivery of systems to the Trust.
- Support the Network Manager to determine and specify hardware and cabling performance standards, and power supply requirements and configuration.
- Be aware of the use of software and proactively understand all requirements for licensing, reporting any doubts or areas of concern to the Network Manager to ensure that all software is licensed and supported sufficiently.

- Manage the day to day logistical processes for any bookable IT resources such as laptop/table trolleys, digital cameras and portable projectors. This would include handling bookings and requests as well as delivery/collection of these resources to users.

### **Continuity, Maintenance and Security**

- Maintain up to date the Trust’s asset register enabling tracking of assets.
- Evaluate, as required or requested, the performance of various items of hardware and services such as VOIP, printing, AV and desktop software, determine their suitability for specific applications and prepare reports as required.
- Maintain up to date documentation of all relevant IT and AV systems and hardware, including maintenance contracts and warranties.
- Providing first line support to end users of IT within the Trust through the use of the internal Helpdesk and answering and assisting with queries raised by phone.
- Monitoring and responding to issues and requests raised on the internal Helpdesk according to internal guidelines. Escalating to second line within the team when required. Carrying out all relevant ticket administration (updating, reassigning, completing) as appropriate and in line with best practice.
- Liaise with users to ensure that Helpdesk tickets have been satisfactorily handled.
- Carrying out daily checks on IT equipment, dealing with or reporting issues as appropriate to ensure resolution.
- General troubleshooting, maintenance, cleaning and housekeeping of all IT equipment.
- Providing specific support to users within the classroom or other areas as required.
- Installing new equipment, and configuring it in line with the Trust’s requirements and as instructed - to include imaging and installing new PCs to desks.
- Keep work places, store areas clean and tidy.

Any other duties and responsibilities appropriate to the grade and role.

All responsibilities to be carried out in accordance with the Trust’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

## **The Person**

**The successful candidate will demonstrate the following:**

**Education and Qualifications:**

Evidence of continued professional development

<b>Experience and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• Experience of working across multiple sites</li> <li>• Experience on managing a helpdesk ticketing system</li> <li>• Experience in line management and being able to get the most from a team of technicians</li> <li>• Competent in using the whole Microsoft package</li> </ul>
<b>Skills, Abilities and Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Excellent organisational, planning and prioritisation skills</li> <li>• Strong interpersonal skills with outstanding oral and written communication skills</li> <li>• An effective team player but can think and work independently</li> <li>• Able to work under pressure, meet deadlines</li> <li>• Proactive and versatile</li> <li>• Professional and able to take ownership of problems</li> </ul>
<b>Other</b>	Have a full current driving licence and access to your own vehicle

## How to apply

Visits to the school are warmly welcomed. Please ring to make an appointment.

Application forms and further information regarding the role (including a job description) can be obtained under the community/jobs page at:

[Tapton School Academy Trust - Home \(taptontrust.org.uk\)](http://taptontrust.org.uk)

Completed applications should be returned to: [applications@southeygreen.sheffield.sch.uk](mailto:applications@southeygreen.sheffield.sch.uk)

Please **do not** use the Local Authority application form.

Tapton School Academy Trust is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role.

References for shortlisted candidates will be requested before the interview.

Successful applicants will be required to undertake a DBS Enhanced Disclosure.

**Deadline for applications: 26<sup>th</sup> August 2022 Dates for shortlisting and interview: W/C 30<sup>th</sup> August 2022**

Applications for this role can be made either via the TSAT application form or through the TES website: [Teaching Jobs & Education Jobs - Tes Jobs](#)