

Applicant Information Pack ICT Manager



The Archer Academy aims to be an outstanding secondary school at the heart of our community, providing students from all backgrounds with the inspirational education they need to live successful and fulfilling adult lives.

Summer Term 2018

www.thearcheracademy.org.uk



Stanley Road
East Finchley
London N2 8GA

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June 2018

Dear Candidate,

Thank you for your interest in the Archer Academy and the post of **ICT Manager**. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further background information is available on our website and in our prospectus – I would encourage you to review both.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

We are a maturing 11-16 secondary school which opened in September 2013 in East Finchley, serving families in the surrounding areas of North London. The school was created to meet the needs and desires of parents, primary school governors and the local community, for a first-choice, non-denominational, coeducational secondary school.

We are significantly over-subscribed, with over 900 applications for entry in September 2018. We became a complete school in September 2017 for the first time, with students in years 7 through to year 11 and our pioneer year group will sit their first external GCSE examinations in June.

We currently have 450 students in years 7-9 and 300 students in year 10-11. We work in a strategic partnership with Woodhouse College and Barnet and Southgate College for post 16 education; with our first students moving into Year 12 this September. This partnership is dynamic and evolving swiftly, securing a third transition point for our students and professional development opportunities for our staff.

As we approach the half way point of our fifth year, the school is now firmly established, with a strong, experienced team in place.

We are a campus school, a model which we believe allows us to create a distinctive atmosphere on each site. Our students complete Lower School, Years 7 to 9, at our Stanley Road campus, a new state of the art building with incredible facilities. Our students graduate to our Upper School at Beaumont Close, just a few minutes' walk away, in Year 10. Our campus provides each cohort the chance to grow and develop amongst their closest peers and creates a real sense of progress when students graduate to the college-like atmosphere of Upper School, a rite of passage they aspire towards. Our campus model also reinforces the small, community feel of our school.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At the Archer Academy we are building an exceptional school and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in



return I can promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the "Join us tab".

Please submit your application by email to, Karen Neville, HR & Compliance Manager, at recruitment@thearcheracademy.org.uk. Please do not hesitate to contact Karen on 020 8345 4110 ext. 725 with any questions or to arrange a tour of the school.

Deadline for application: Wednesday 4th July 2018

Planned interview: W/c 9th July 2018

This is undoubtedly an exciting time to join the Archer Academy, as we move confidently into our next phase. We very much look forward to hearing from you and thank you for your interest in our school.

With my very best wishes,

A handwritten signature in black ink, appearing to read "Lucy Harrison", written in a cursive style.

Lucy Harrison
Headteacher



Our Vision

Our three-fold vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and ambitious education for local children, an experience that they will relish and that will prepare them for adult life. It underpins every aspect of life at the Archer Academy, and is the benchmark against which we measure our success.

Realising potential:

Helping students to achieve personally, socially and academically to the best of their abilities. Our outstanding teachers set high standards and challenge each and every student to fulfil their individual potential, both in their studies and through extra-curricular activities.

Inspiring creativity:

Providing an enjoyable and inspirational education that encourages students to be analytical, inventive and self-motivated. This commitment to creativity and analytical thinking applies across the whole curriculum as well as our extra-curricular opportunities.

Engaging with our community:

Ensuring that students respect others and value working with others for mutual benefit. The Archer Academy is a school with its roots in the community, and so responsibility and participation are fundamental to our ethos.

Supporting our students

We create a culture that celebrates achievement in all aspects of school life. For the school, good behaviour and firm discipline underpin a happy, respectful and productive learning environment.

We also offer an extended day twice a week, during which students take part in extra-curricular activities. We provide a broad enrichment programme that covers: sports clubs and teams; creative arts societies; media and politics; vocational and entrepreneurial societies; and voluntary work and awards schemes.



ICT Manager Job Description

We are looking to appoint an outstanding ICT Manager to join our growing team with experience in dealing with IT issues, installation and maintenance and contribute to our learning programme in accordance with the ethos, aims and objectives of the school.

Post	ICT Manager
Grade:	Scale Point: 30 - 33
Actual Salary:	£28,668 - £31,170 per annum
Hours:	36 hours per week/52 weeks per year

Role Overview:

Support the school in maintaining and operating its ICT assets and infrastructure and support the school's Senior Leadership Team, to resolve problems, ensure the smooth functioning of the school's ICT assets (both software and hardware), and monitor and enforce compliance with Academy Policies and relevant legislation.

Skills and experience required:

1. Demonstrate enthusiasm for and understanding of modern ICT environments.
2. Ability to read and understand technical documentation in order to gain and improve knowledge of the school's evolving ICT infrastructure so as to support ICT effectively.
3. Ability to diagnose and explain technical issues and, if necessary, to escalate to vendors or other experts.
4. Willingness to engage with end-users in resolving problems and maintaining service.
5. Good time-management skills and the ability to address multiple issues at once.
6. Proactive in identifying issues, and in raising concerns to management where appropriate.
7. Knowledge of Microsoft Active Directory including Group Policy would be helpful, as would an understanding of firewalls, in particular the Shorewall Firewall service, monitoring tools such as Impero, and other software packages commonly used in schools.

Detailed Duties

- Management of the school's ICT facilities.
- Work flexibly between two buildings to provide technical support for ICT
- Be responsible for the installation and internal maintenance of computer software and hardware
- Support on a day to day basis the components of the school's ICT environment, including
 - Physical end-user assets such as PCs. Laptops. I-Pads, Whiteboards



- Infrastructure such as Servers, Networks
- Software, including Microsoft Active Directory, other central systems, and where appropriate, end-user software provided by the school.
- Assist in monitoring the environment and keeping it safe from threats, both internal and external, and breaches of school rules, whether intentional or accidental.
- Monitor/ take ownership of consumables
- Ensure that the computer suites are ready for use each day
- Support the learning and teaching of ICT in the computer suites
- Maintain an appropriate health and safety culture, undertaking a variety of risk assessments, workplace inspections & checks & acting on any findings.
- Maintain an up to date asset register for the ICT equipment and manage the safe and correct disposal of redundant items.
- Oversee maintenance and any other relevant external contracts.
- Maintain the sound system
- Line manage other IT Technicians within the department

The role may require some out of hours working. For example during exams and for evening events.

Experience

A good standard of education including English and Maths.

Skills and abilities

Excellent communication skills and ability to work as part of a team and to tight deadlines. Establishing good relationships with students and translating the school ethos into all aspects of the curriculum.

Observing and maintaining confidentiality at all times.

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Safeguarding

The governors at the Archer Academy have developed a Child Protection policy and are committed to safeguarding and promoting the welfare of children and young people.

The successful candidate will be requested to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB) and obtain any other statutorily required clearance.

Candidates must be suitable to work with children and young people (this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974)

Members of the Panel have undergone Safer Recruitment training.

ICT Manager - Person Specification

	Essential Criteria	Desirable Criteria
Skills/Abilities	<p>Ability to work using own initiative, and as part of a team.</p> <p>Ability to work in a flexible and responsive way with tact, discretion and confidentiality.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work under pressure.</p> <p>Demonstrate very good competence in numeracy and literacy.</p> <p>Excellent communication skills.</p> <p>Ability to use ICT effectively to support learning.</p> <p>An ability to communicate effectively with teachers, students and parents.</p>	<p>Ability to establish and maintain good working relationships with external agencies and partners</p>
Knowledge	<p>Knowledge of a range of strategies to promote good behaviour.</p> <p>Awareness of the statutory frameworks relevant to the role.</p> <p>Awareness of confidentiality issues linked to home/student/teacher/school work.</p> <p>Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.</p>	
Experience	<p>Experience of working directly with young people and students ages 11 – 19.</p> <p>Excellent personal relationships with students.</p> <p>Administrative duties.</p>	
Qualifications	<p>Personal and/or professional development training relevant to this post.</p>	<p>GCE, GCSE pass or equivalent of NVQ Level 2 in Maths/ numeracy and English/literacy.</p>
General	<p>A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in people.</p>	
	<p>An understanding of Health and Safety in the workplace and how this applies</p>	