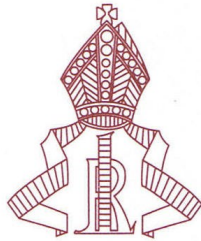


Bishop Luffa School

IT Technician Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, and Rumboldswyke Primary School.

Bishop Luffa School sits on a large site, just to the west of Chichester and has 190 staff and over 1500 students. Rumboldswyke School is situated near the centre of Chichester, with 12 staff and 53 students.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to appoint an IT Technician based at Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying please do not hesitate to contact me.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1567 pupils including 339 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

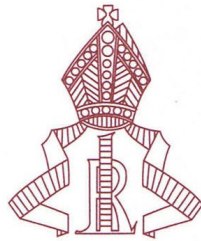


We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





IT Technician

Grade 5-6 £22,369—£24,496 pro rata

Actual salary £20,046—£21,952

37 hours per week, Term Time only + 5 INSET days
+ 10 days during school holidays

Bishop Luffa School are looking to appoint an enthusiastic and resourceful person in the role of IT Technician. The successful candidate will work alongside and under the guidance of the Network IT Team. This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- enjoys making a real difference to students' learning
- is patient, flexible, adaptable and able to show initiative

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications : Friday 4th November 2022

Interviews will be held in the week beginning Monday 7th November 2022

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

IT Technician

Role

To provide first line support and maintenance to support the smooth running of the trust network, so as to promote consistent excellence in teaching, learning and administration, in school and beyond, in line with school's aims and Development Plans.

Responsible to: Assistant Network Manager

Responsible for:

Strategic

- Support the implementation of developments in the Network hardware, infrastructure and software
- Work on specified long-term projects within the Network maintenance and improvement plan
- Develop bespoke solutions to identified school needs on the network
- Investigate and attend such training courses as are necessary to continue to carry out the job

Operational

- Provide support to users, including the creation and management of email accounts and user accounts, basic software support and management of network peripherals.
- Security mark all new equipment
- Maintain database/records of school equipment including loans to staff
- Maintain bespoke network systems including the intranet, digital signage.
- Undertake the maintenance/repair of computers, staff laptops, mobile devices and other peripherals on the school network.
- Install new hardware, software and cabling
- Have an awareness of Health and Safety and ensure that equipment is safe to use

Working with Network Manager

- Undertake day to day routines to maintain the Network in the best possible working order including basic server maintenance
- Investigate issues that arise on the school Network and connected devices, identifying and providing resolutions
- Evaluate new hardware and software

Working with the Network Manager and curriculum teams

- Provide support for the delivery of the curriculum and examinations requiring the use of IT suites and or mobile devices.

Working with outside contractors

- To raise support calls and warranty claims to address issues that arise on the network or devices attached to the network

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.

Hours per Week: 37 hours term-time + 5 days INSET + 10 days during holidays

Grade: 5-6 £22,369 – 24,496 pro rata
£20,046 – 21,952 actual salary

Date last reviewed: 14th October 2022

Person Specification

IT Technician

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS and EXPERIENCE			
Education to a high level- at least A level or equivalent or professional references that evidence knowledge of networks.	✓		Application form, interview, professional references
Knowledge of/or previous experience of working in a school environment.		✓	Application form, interview, professional references
KNOWLEDGE and SKILLS			
Understanding of windows desktop and server operating systems, Apple operating systems and server, Linux operating systems, Microsoft office suite, multimedia editing tools.	✓		Application form and interview, professional references
Knowledge of networking and switch technology.	✓		Application form and interview, professional references
Technical knowledge of computer hardware and peripherals.	✓		Application form and interview, professional references
Good literacy and numeracy skills.	✓		Application form and interview, professional references
Driving licence.	✓		Application form
Knowledge of Microsoft Exchange, SQL, IIS, My SQL, VMWare ESXi, Apache, HTML, PHP, python or similar.		✓	Application form and interview, professional references
Knowledge of Cloud Productivity systems including M365 and Google Workspace and other school admin systems.		✓	Application form and interview, professional references
PERSONAL QUALITIES & ATTRIBUTES			
A commitment to safeguarding the welfare of children	✓		Application form and interview, professional references
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references
Able to prioritise own workload and meet tight timescales.	✓		Application form and interview, professional references
The ability to focus on detail and accuracy.	✓		Application form and interview, professional references
The ability to maintain confidentiality.	✓		Application form and interview, professional references
Friendly and patient manner.	✓		Application form and interview, professional references

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