



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

*We are a Catholic community of faith, love and service  
rooted in the spirit of St Angela.*

*Through Christ and the Gospel and in our diverse community  
we strive to provide an environment for young women  
to flourish spiritually, academically and socially.*

*Together we are the Ursuline Academy Ilford.*

## IT TECHNICIAN

September 2024



## WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four form entry Catholic comprehensive school for girls aged 11-19, serving students of primarily Catholic faith, but also other faith backgrounds who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it.

The school gained Academy status in September 2011 and is currently embarking on a new and exciting phase in its development. Having been an independent school until 1999, the school had its fourth Ofsted Inspection in October 2016. The Report can be found both on the school and Ofsted website:

<http://www.uai.org.uk/about/ofsted>

As a vibrant faith community we are inspired by our founder Angela Merici, whose motto was “Serviam” – to SERVE. ‘Serviam’ lies at the heart of our daily routine and practice. We aim to empower our girls to learn, to lead and to serve. As Angela Merici faced new challenges by looking for new possibilities, so too are we committed and called to do things in new ways to ensure that the young women in our care are offered a nurturing and challenging educational environment in which they can learn and grow and develop the confidence to go out and make a difference in our world.

Our Mission: We are a Catholic community of faith, love and service rooted in the spirit of St Angela. Through Christ and the Gospel and in our diverse community we strive to provide an environment for young women to flourish, spiritually, academically and socially. Together we are The Ursuline Academy Ilford.

To help bring this about Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter’s development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
*Headteacher*

# THE URSULINE ACADEMY ILFORD

## IT TECHNICIAN



From: ASAP

5 days (36 hours) per week (Term Time only)

FTE Salary: £28, 650 (inc. Outer London Allowance) per annum

Actual Salary: £25, 083 (inc. Outer London Allowance) per annum

Pay: Scale 5 – Range 12 to 17

We are looking to recruit an enthusiastic, hardworking individual, who strives to support the network, ensuring its smooth day-to-day operation, as well as aiding staff and pupils in successfully delivering and receiving the curriculum from all IT related resources. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of 'Serviam'.

*Applications are welcome from experienced IT professionals who have a proven track record of success and who are committed to comprehensive education. The person appointed will be expected to make a significant contribution to the academic, spiritual, moral and cultural well-being of young people and will support an already successful department along the next stage of its development. In addition the post will provide an excellent opportunity for professional development.*

### What sets us apart?

The Ursuline Academy Ilford is committed to ensuring the recruitment and retention of high calibre, talented staff.

The successful applicant will:

- join a popular and successful all girls Catholic Comprehensive Academy;
- be part of a team of committed, highly professional teachers and support staff in a school which has an excellent academic record, as well as a tradition as a caring community;

The school is a short walk from the local shopping centre and Ilford Station where TFL Rail services are available; these connect to Stratford International and London Liverpool Street. The school is also a short drive from the M25, A12 and A13.

### WHAT WE ASK IN RETURN:

Dedication, commitment, loyalty and a drive for excellence in all areas of school life evidenced by an enthusiasm for education both personally and professionally promoted by CPD.

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhanced DBS check.

### APPLICATION REQUIREMENTS

Please submit a letter of application together with your application form.

Completed applications should be posted to:

HR, The Ursuline Academy Ilford, Morland Road, Ilford, Essex, IG1 4JU

You may also return your completed application form via email to our HR Officer: [applications@uai.org.uk](mailto:applications@uai.org.uk)

School visits can be arranged by appointment please contact the Academy for details.

Your letter should address the selection criteria and include your thoughts on what makes a good IT Technician.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview.

**Please note we are unable to accept CVs.**

**Closing Date:** noon Friday 27 September 2024

**Interviews:** w/c: Monday 30 September 2024

*Pupils' behaviour in lessons and conduct during unstructured times are a strength of the school. The Catholic ethos of the school is clearly evident and the overall approach is highly inclusive. The culture of the school is one which wants to care for the 'whole child' and parents and pupils alike recognise and value this approach highly. The strong relationships in the school underpin the positive attitudes to learning evident in the lessons we visited.*

OFSTED - October 2016



## JOB DESCRIPTION

### IT TECHNICIAN

**REPORTING TO:****Business Manager****LIAISING WITH:****SLT, Teaching and Support Staff and others as required**

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the changing demands that are a part of school life. This Job Description is a guide to the level and range of responsibilities the post holders are expected to undertake. It is neither exhaustive nor inclusive and may change from time to time to meet changing circumstances and demands.

**Purpose of Job:**

- To provide an efficient and effective IT Technical Support service to the school, staff and students;
- To check and maintain the school's IT resources for safe, effective use by pupils and staff;
- To support and advise pupils and staff in the appropriate use of IT;
- To perform standard IT support duties.

**Main Duties and Responsibilities:****Technical Support**

- Install new software and hardware supporting their use within the school;
- Secure, security code and ensure the safe set up of new equipment;
- Set up equipment such as laptops, data projectors, interactive whiteboards, sound systems and other specialist ICT equipment, ensuring that the systems are ready for use and operating correctly;
- Deliver hardware and resources to work areas and classrooms as required;
- Support the school's publicity and social networks as needed.

**Server & Network Support**

- Perform basic diagnostic routines;
- Work to give guidance to others on the ICT Acceptable Use policy.

**Maintenance**

- Detect, diagnose and resolve most PC, printer, promethean screen and peripheral device faults;
- Maintain electronic mail accounts and implement where appropriate;
- Ensure school policy on staff and pupil access to data and files are implemented;
- Provide advice, guidance and assistance to teachers, pupils and other members of staff on developing their use of ICT in school;
- Identify software, hardware and working practices required to fulfil the functional specification as defined by school staff;
- Assist in planning and implementing changes to elements of the ICT service as required;
- Ensure the IT Inventory is kept up to date;
- Obtain quotes from suppliers when required;
- Liaise with 3<sup>rd</sup> party companies and with the IT service contractor;

**Administration & Supervision**

- Resolve and check deliveries and associated invoices, notify the appropriate person of discrepancies;
- Follow relevant Health and Safety procedures and raise awareness among staff, pupils and other users;
- Work with the Business Manager and the ICT Technical Team to adopt flexible working practices;
- Supervision of lunchtime ICT Club.

**General:**

- Attend and participate in relevant meetings, training and other learning activities;
- Read online and published materials about the educational use of ICT;
- Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- To demonstrate an understanding of, and commitment to equal opportunities and diversity and to the standards of customer care;

- To support the policies and aims of The Ursuline Academy Ilford;
- Be responsible for own health and safety as well as that of colleagues, students and the public.

### DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:



## PERSON SPECIFICATION

### IT TECHNICIAN



<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential D = Desirable</b>
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#### MINIMUM EDUCATION / QUALIFICATIONS / TRAINING:

Educated to GCSE or equivalent (Minimum Grade C – English/Maths)	L			E
Evidence of training, experience and Continuous Professional Development relevant to the post	L	I		D
Experience in using a range of common software packages such as Microsoft Office, G-Suite, and SIMS	L	I		E
Experience of ICT use in an educational setting	L	I		D

#### MINIMUM EXPERIENCE / KNOWLEDGE / SKILLS:

Excellent knowledge and understanding of a range of multimedia tools	L	I		E
Excellent analytic skills	L	I		E
Excellent verbal and written communication skills	L	I	R	E
Excellent organisation skills	L	I	R	E
Ability to work independently and as part of a team	L		R	E
Research and problem solving skills	L	I		E
Good understanding of a range of hardware devices and working knowledge of Apple hardware and software would be an advantage	L	I		E

#### PERSONAL QUALITIES:

Strong personal values and motivation to lead, in line with the ethos of The Ursuline Academy Ilford	L	I	R	E
Unconditional positive regard for young people	L	I	R	E
Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues	L	I	R	E
An enthusiasm for the post	L	I		E
A high level of commitment to the school and its continuing development	L	I		E
Flexibility and the ability to balance priorities	L	I	R	E
An ability to review own practice, use initiative, set personal targets and take responsibility for own personal development	L	I	R	E
An ability to manage own workload and to allow an appropriate work/life balance	L	I	R	E
Integrity, reliability and the ability to maintain confidentiality	L	I	R	E



**SAFEGUARDING:**

Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection	L	I	R	E
To demonstrate an understanding of commitment to equal opportunities and diversity and to the standards of customer care	L	I		E
Be responsible for own health and safety as well as that of colleagues, students and the public	L	I		E
Emotional resilience in working with challenging behaviours	L	I		E

