



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

JUNIOR IT TECHNICIAN



*Inspire
Empower
Shape The Future*

THE SCHOOL

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and an outstanding extra and super-curricular programme.

History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst.

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site. A new sports centre was opened in 2021 and we are currently working to provide a new school refectory.



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WORKING AT BORLASE

A professional community

In joining the teaching staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.

We are recognised by the High Performance Learning organisation as a World Class School; testament to the commitment to research-led best practice that we have established at Borlase for over a decade.

We work closely with the local Teaching Hub to provide training for staff at all levels, including NPQs. We also support members of staff to work towards academic qualifications such as Masters degrees and educational doctorates.



Staff benefits

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

We have a two-week October half term and there are extensive opportunities to accompany school trips to exciting destinations in the UK and beyond.

A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment. An ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff common room and access to a superbly equipped onsite gym.



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Junior IT Technician

Full Time

37 hours per week

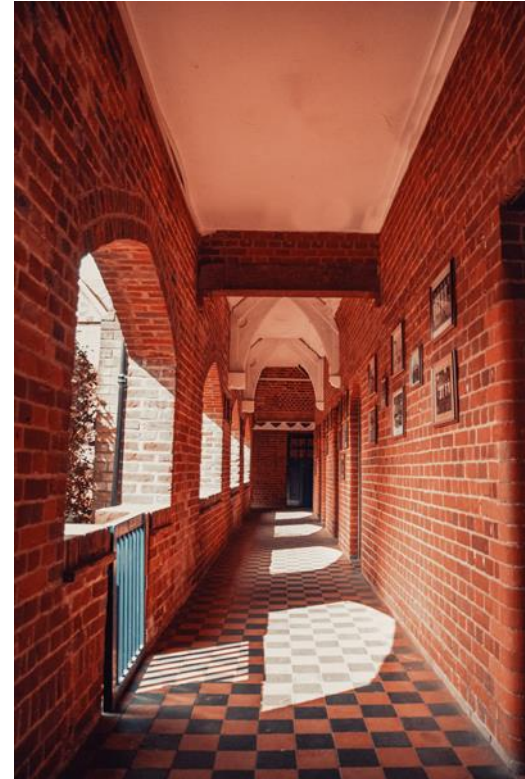
£20,258 - £22,766 per annum, depending on experience

One year contract

Required as soon as possible

We are seeking to appoint an enthusiastic and committed ICT Technician who is a self-starter with a willingness to learn to expand their technical knowledge. The ideal candidate will possess an interest to work in an IT helpdesk environment and have good all round computing skills to methodically tackle technical support issues. He/she must have excellent interpersonal skills and a good telephone manner. Previous experience of desktop 1st/2nd line support is desirable but not essential. Skills in any of the following are an advantage; Windows 7/8/10, Android OS, MAC OS, IOS and Microsoft office and basic network administration.

THE ROLE



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JOB DESCRIPTION

Main Responsibilities

Responsible to: Director of ICT Services

JOB PURPOSE: Junior ICT assistant, working in a department of one manager and other technicians, to support all aspects of ICT services in schools.

General background

- School systems include a large database, through to MS applications, other school software such as a cloud Google based communication system and BYOD wifi across the site. Hardware systems include servers, WiFi access points, copper and fibre connections, multiple switches and a mix of desktop, laptop, Apple iOS, Android and Chrome devices. Classrooms have PCs/Macs, visualisers, projectors and speakers.

MAIN DUTIES AND RESPONSIBILITIES

- Manage a ticketing helpdesk
- Resolving IT support issues and escalate where necessary to Senior Technicians
- Replace printer toner, projector bulbs etc
- Setting up of mobile equipment
- Managing IT assets and inventory
- Ordering hardware and software as required
- Visit client location eg classrooms to deal with IT related issues
- Software and hardware installations and pc/laptop imaging under instruction
- Assist the IT Director of ICT Services and Senior technicians as requested
- The role will require some lifting and working at height.
- This job description is not exhaustive and the post holder will be expected to perform any reasonable request by the Headteacher commensurate to level of position.

As with all members of staff the post holder is required:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out,;
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation;
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.



THE PERSON

	Essential	Desirable
Qualifications	GCSE Level qualification or equivalent	A Level qualification or equivalent
Previous Work Experience	IT experience Health and Safety knowledge and understanding	Experience of working in an education environment
Professional Qualities, Skills and Experience	Strong numeracy skills Good communication skills Competent IT user Ability to work as part of a team or independently	Safeguarding, Child Protection Training, knowledge and experience Specific practical skills associated with school IT systems
People Management Skills	Effective communicator with children, staff and parents. An effective team player, working with colleagues collaboratively	Experience in fostering good relationships between all members of the school community



THE PERSON

	Essential	Desirable
Other Personal Qualities	<p>Appropriate motivation for working with children (one which values each child & shows concern for their personal safety & wellbeing)</p> <p>Well-developed planning & organising skills including time management, delegation and administration</p> <p>Emotional resilience & maturity</p>	<p>Willingness to contribute to the wider life of the school.</p>



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HOW TO APPLY

Please do contact us with any queries or if you would like to discuss your situation.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9am Wednesday 25th May 2022

Deadline for application

Early Application encouraged as they will be considered upon arrival

Applications submitted via email should be sent to Mrs Anna Summerfield, HR Manager at asummerfield@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.



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