

HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT
Headteacher: Anne Kelly BA MBA
Telephone: 01795 424223
www.highsted.kent.sch.uk
Email: recruitment@highsted.kent.sch.uk

Senior IT Technician

37 hours per week full time
(Highsted Academy Band 7: (£21,297 – £24,230))

Flexible and enthusiastic individual required to work at this outstanding girls grammar school.

The successful candidate will support ICT facilities within the school, providing support for staff and pupils in the delivery of the curriculum. Maintain the ICT suite and all IT equipment, and contribute directly to the development of skills and resources relating to ICT in the school.

Experience of working with young people would be an advantage but specific training will be given to the successful candidate.

Further information and an application form are available on our website or from Christine Barnden at the school. Closing date for applications: noon Thursday 30th March 2017.

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check. Highsted Grammar School is an Equal Opportunities Employer.





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GENERAL INFORMATION

**Summer 2016 school performance:
 GCSE results achieved by pupils at the end of key stage four**

	2016	2015
Average point score per pupil	462.2	490.9
Percentage A*/A grades	45.5%	47.9%
Percentage of pupils gaining at least five A* - C grades, including English and maths	97.2%	97.6%
Percentage of pupils gaining at least two A* - C grades, science	97.2%	98.4%
Percentage of pupils gaining at least one A* - C grades, MFL	86.2%	89.7%

Pupils	APS	% achieving 5+ A*-C, including maths & Eng.	% achieving English Baccalaureate*	% achieving 2+ Science A*-C	% achieving history or geography A*-C	% achieving 1+ MFL A*-C
Highsted 2016	462.2	97.2	84.8	97.2	97.2	86.2
England 2014	355.1	53.4	22.9	47.5	43.8	36.1
Kent 2014	371.0	58.1	26.8	47.9	42.2	35.9

* **English Baccalaureate** consists of A*-C grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

A level results achieved by students at the end of Year 13

	2016	2015
Percentage pass rate	100%	99%
Percentage A*-B grades	69%	52.3%

Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'

'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'

'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'

'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'

'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 861 on roll, including 216 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well

as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Most recently, a new performing arts suite and extra classrooms were opened in September 2007 and building work has recently been completed to create the HiPod – an imaginative, multi-purpose teaching area. Development of the site continues with a new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran and, in February 2010, we were awarded our 10-year iP certification. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options.

The school, sponsored by Microsoft, received specialist school status through science and we are currently implementing major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination

and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

Anne Kelly (February 2017)

HIGHSTED GRAMMAR SCHOOL: JOB PROFILE
RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF

Job title: Senior IT Technician

Reports to: Business Manager

Postholder's name:

Date: March 2017

Grade: Highsted Academy Trust Band 7 (£21,297 – £24,230)

Hours: 37 hours a week, full time all year round, 08:00 am to 16:30 pm Monday – Thursday, 08.00 – 16.00 pm Friday, with 1 hour for lunch.

Purpose of the job and necessary experience

The Role

The Senior Technician role is vital to the success of teaching and learning at Highsted Grammar School.

The Senior Technician will support the school network consisting of a VMware virtual environment hosting Windows CC4, file, print and application servers. Backup and restoration is a VEEAM based D2D2T solution.

The computing estate is made up of Windows 7 CC4 computers and laptops and a suite of Apple Macs, and there are approximately 800 students and 80 staff. The Senior Technician will be pivotal in supporting these users in the use of IT hardware and software.

SIMS, SIMS Intouch, FMS, SOLUS and 4Matrix are utilised in the school and the Senior Technician will need excellent support skills for these products.

Skills & Experience

- Strong support for a CC4 based network
- Support for Microsoft Server 2008/2012 including Active Directory, Group Policies, DNS and DHCP
- Windows 7/8/10 Desktop Operating Systems and MS Office skills
- Support for school management software including SIMS, SIMS Intouch, FMS, SOLUS and 4Matrix
- Experience with Exchange Server 2010/Office 365
- Experience with a VEEAM based D2D2T backup solution
- Support of switching and WiFi infrastructure
- Some Apple Mac support skills desirable
- Regular checking, routine maintenance and, where appropriate, upgrading of computer/ICT hardware, peripherals and software

The Candidate

- Comfortable with the support requirements of an educational establishment
- Able to work unsupervised or as part of a larger team
- Strong multitasking & problem solving abilities
- Excellent documentation and communication skills
- The ability to plan ahead and prioritise tasks
- A willingness to take on other tasks such as the development of the Governors portal
- The ability to delegate where required
- Flexibility to provide technical support to link schools when necessary

Staff Support:

- Support staff - both teaching and non - teaching in the use of IT hardware and software
- Assist with the use of ICT within the school, including external links, and companies, working with all curriculum disciplines and administration areas.
- Any other task as directed by the Director, Deputy Director and the Senior Management Team to ensure that the priorities of the Academy are met in an efficient and timely

Student Support:

- Invigilate exams for up to 10 hours per week during term time, when necessary during exam periods.
- Support, and supervise where necessary, pupils using IT hardware and software
- Provide supervision in computer areas at appropriate times (including pre-school, lunch and after school) to enable the facilities to be fully utilised
- Assist with extracurricular activities
- Presence and support in computer rooms, when requested for groups using the facilities way.

Administration:

- Operate daily backups of the network, with important backups being kept in a secure environment off site
- Backup and archive data
- Routine maintenance of the school network system and infrastructure
- Order hardware, software and consumables as directed and when necessary. Handle and check deliveries of these items, authenticating delivery notes and invoices etc. and ensuring necessary equipment is added to the asset register.
- To administer, maintain and update SIMS, the school's information management system.
- To act as a First Aider after receiving appropriate training

External Links:

- Act as contact for external agencies for management and operation of the network and ICT systems. Provide technical support to link schools when necessary.
- Develop an internal and external support line/system.

Confidentiality

All personal information regarding pupils, parents, employees at the school to which the IT Network Manager may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Job context:

The post holder must work on their own initiative and as part of a team.

Organisational structure:

Headteacher



Deputy Headteacher



Business Manager



Postholder

**Person Specification
Senior IT Technician**

	Essential	Desirable
Experience	Educated to GCSE standard (level 2) or equivalent, with GCSE English and mathematics.	Higher recognised computing qualification.
	Use of ICT, in particular, office packages such as Word and Excel.	Knowledge of maintenance of Apple Macs would be an advantage.
	Knowledge of SIMS and SIMS In Touch.	Knowledge of VLE's
	Evidence of excellent time management skills and ability to multi-task.	Successful experience in working with young people.
Personal Qualities	Evidence of working with other professionals as part of a team.	
	Willingness to take on delegated responsibility.	
	To be a flexible and helpful member of a team.	
	Enjoy working with young people.	
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	
	Ability to build on the experience, advice and contribution of others.	
	Consistently high expectations.	
Self-motivated and self-confident.		
Skills	Confidence in dealing with pupils, parents and outside agencies in person and on the telephone.	
	To pay attention to detail.	
	High-level communication and presentation skills.	
	Communicate effectively with groups of children to maintain an orderly atmosphere.	
	Think creatively and imaginatively to solve problems.	Ability to anticipate problems.
	Ability to use ICT effectively to support the job.	
	Excellent organisational skills.	