

# ICT Technician

Primarily based at Icenii Secondary  
Academy with travel to Icenii Primary  
Academy and The Nicholas Hamond  
Academy

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# 01. About Academy Transformation Trust

## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

**To learn more about our story/journey, please read our [ATT Magazine](#)**



# Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

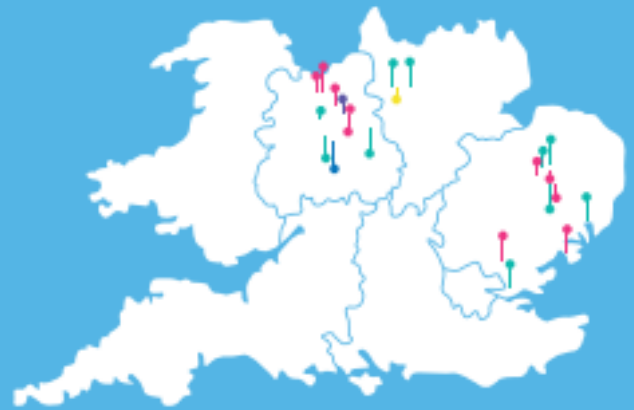
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



**ATT | 21 Academies**

Local Authority Areas | 10

**Staff | 1720**

Primary | 409  
Secondary | 1130  
Special | 30  
FE | 76  
Other | 75

**Learners | 13,334**

Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

**Governance**

People Engaged | 120+  
Trustees | 10  
Members | 4

**Finance**

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

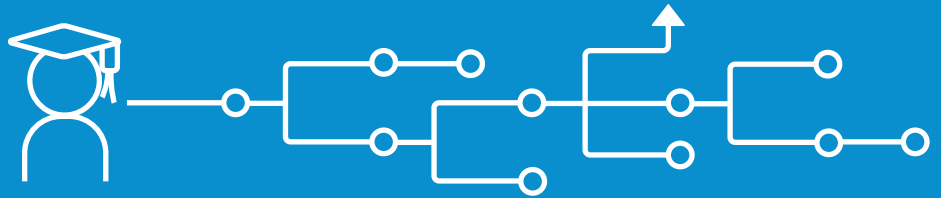
**Ofsted**  
Performance

1 Outstanding

**19 Good**

1 Requires Improvement

# 02. Career Testimonials



## **Donovan Stansbury** | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

## **Martin Sexton** | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

## **Nicola Powling** | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

## 03. The ATT Institute

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

### PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)



# 04. Job Description



## ICT Technician

### Purpose of the job

ICT Technicians are an important part of the Academy Transformation Trust ICT team. Their role is to assist the Network Manager with the expansion and maintenance of the academy ICT systems in the use of teaching and learning and administration. They will assist with the day to day support and usage of the ICT infrastructure in academies. It is essential that ATT is at the forefront of efficient and effective systems which contribute to each academies vision of raising achievement through Information and Communications Technology.

### Key Responsibilities and duties:

#### To assist in maintaining the network, systems and computers

- Provide support for the network infrastructure.
- Monitor computer systems, including anti-virus and e-safety.
- Install software, perform tests on computer equipment and software.
- Repairs and ordering parts
- To assist in producing and updating department documentation including the asset database.
- Ensuring the smooth running of the network and the department in the absence of the Network Manager.
- Ensure that printers are in a working order, stocked with paper and toner.

#### To provide support for all users

- To assist in administering user accounts.
- To provide support for software and hardware across our cluster of academies in the Trust, using remote software and academy site visits.
- Diagnose computer problems.
- Support staff and pupils to use computers, software and create 'help' guides.

#### Develop and maintain the academy website and social media presence

- Have knowledge of image, video compression or conversion.
- Have awareness of the copyright law.
- To setup and support the use of the audio-visual systems.
- Assist in the setup and maintenance of the audio-visual equipment for assemblies, exams and events (occasionally working out-of-hours may be required).
- Support the interactive screens, whiteboard, projector and audio systems within the classrooms.

#### Other Duties

- Sharing of good practice with ICT colleagues across the Trust.
- Carry out general clerical duties, for example, compiling reports and documents as needed.
- An awareness of policies, procedures and e-safety in relation to the position held.
- Ensure that the Data Protection Act/GDPR is complied with.



We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

# 05. Person Specification



## ICT Technician

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>• Good basic level of education including good level of Literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally possess a recognised ICT qualification, however, will consider qualified by experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Practical experience in a support function, preferably within a multi-discipline office/school/academy environment</li> <li>• Practical experience in supporting network operating systems, equipment, cabling and infrastructure products and in providing technical advice and guidance to users of networked computers and peripherals.</li> <li>• An understanding of LAN, WAN and Internet topologies, protocols and technical background in desktop computers and peripherals.</li> <li>• Understanding of academy environment and constraints would be beneficial</li> <li>• Broad understanding of hardware and software, operating systems and basic computer programming</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a multi-discipline environment</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• ICT literate with excellent keyboard skills</li> <li>• Ability to work under pressure and to be diplomatic yet firm when occasion demands</li> <li>• Diagnostic and problem-solving skills</li> <li>• Ability to work within set time constraints and meet deadlines</li> <li>• Good organisational and liaison skills. Have sensitivity to the different levels of expertise within academy.</li> <li>• Familiarity with mobile devices and audio-visual equipment, internet</li> </ul>	

	applications and security may also be required	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Personal vision is aligned with ATT's high aspirations and expectations of self and others</li> <li>• Genuine passion and a belief in the potential of every student</li> <li>• Motivation to continually improve standards and achieve excellence above norms</li> <li>• A willingness to undertake further training and professional development</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrates integrity</li> <li>• Promotes and defends equal opportunities</li> <li>• Commitment to the safeguarding and welfare of all pupils</li> <li>• This post is subject to an enhanced Disclosure and Barred Service check</li> </ul>	

# 06. How to Apply

## ICT Technician

### Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)



### Status:

37 hours per week, All Year Round

### Salary:

NJC Point 10 -16  
(£25,545 - £28,282)



### Closing Date:

8am on Monday 12<sup>th</sup> August 2024

### Start Date:

As soon as possible



### Interviews:

Week commencing 19<sup>th</sup> August 2024



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