



Orbis
Education
Trust



Southfield School



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Orbis Education Trust

IT Technician

RECRUITMENT PACK

January 2025

About

Orbis Educational Trust

Orbis Education Trust was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family;
- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of students, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;



JOB DETAILS

POST OF:	IT Technician
AT:	Southfield School
SUMMARY OF ROLE:	To provide support and guidance to all users of IT at Southfield School.
COMMENCEMENT:	ASAP
CONTRACT TYPE:	15 hours per week, 2 days per week, 52 weeks per year <i>(preferred days of work Thu-Fri & term time only working maybe considered)</i>
SALARY:	Orbis Scale Points 9-11 £24,099 – 24,913 (FTE) Actual Annual salary: £9,769 - £10,099

Joining Southfield School

Southfield School has an enviable reputation, both locally and nationally, due to our established culture of high aspiration, high expectations and sustained academic achievement.

We are committed to providing a world class education that focuses on every student achieving their potential through a challenging and balanced curriculum, set within a calm, safe and stimulating learning environment. This is underpinned by our commitment to develop life long learning habits and personal characteristics through our shared values of optimism, resilience, balance, individuality and synergy.

We are preparing all of our students for a world of exciting possibilities. We believe that our school provides something unique and the perfect environment in which to flourish and grow.

At Southfield School, we want to instil certain habits and attitudes to enable our students to be more confident in their own learning ability. By becoming more effective learners, students will better concentrate, think harder and find learning more enjoyable.

Whilst exam results are exceptionally important we believe that it is also our duty to support our students to become lifelong learners.

From the very first day of year 7 we promote the idea that all Southfield students should aspire to be high level learners.

There is a vibrancy and an energy across our school. We firmly believe that Southfield School is successful because we work so well with each other.

Our commitment to staff development and well-being is structured so that our students receive the very best every day.

Southfield School aims to provide for the future needs of our students. Careers and types of employment opportunities are evolving continually. Some are yet to be created and so we see it as our obligation to prepare our students to be competitive in anticipation of the unknown. Therefore, our strong focus on academic attainment is equalled by our commitment to develop transferable skills and personal characteristics through the many opportunities we provide.

We provide an education that prepares our young people for a future in which they will need to be adaptable, resourceful and ethical in facing complex challenges. Being a Southfield School student will mean the chance to be successful and have a positive influence on the global community. We aim for all of our students to be able to make an impact and leave a positive imprint on the world. We nurture our students with the future in mind today.

Southfield School is justifiably proud of its well-developed enrichment programme. Every week students take part in our 'Electives' programme in which they enjoy a range of physical/adventurous, creative and cultural activities. There are a similarly wide range of clubs and fixtures and a wide range of school trips.

The Royal Navy Combined Cadet Force (CCF) Contingent is now well established and cadets enjoy a full programme of yacht and dinghy sailing, canoeing, kayaking and paddleboarding.

Finally, the Duke of Edinburgh (DofE) Award Scheme is well attended at all awards levels, bronze, silver and gold; the expeditions take place both on foot and in canoes.



POST TITLE IT Technician
RESPONSIBLE TO Orbis IT Director
Hours: 15 hours per week (with a 30 mins unpaid lunch break each day)
Duration 52 weeks per year (*Term time only working would be considered*)
Working Pattern: 8.00am to 4.00pm, 2 days per week (preferred days Thursdays and Fridays)

We have an exciting opportunity for an IT Technician to join a friendly and supportive IT team within Orbis Education Trust, you will be primarily based at Southfield School. We require a proactive individual to support and assist all users of IT and Audio-Visual systems, equipment and services at Southfield School.

The successful candidate will support the wider Orbis IT Services Team with the maintenance and development of those systems, equipment, and services, ideally have experience working within an IT based working environment and have basic knowledge of Microsoft packages and operating systems.

The school was accredited as World Class in July 2021 and as such, we are committed to providing a world-class education for every student through a well-designed and balanced curriculum. Our established culture provides a calm, safe and stimulating learning environment.

Ethical leadership is at the core of all decision making at Southfield. As such, staff are valued, treated with respect and afforded a diverse range of opportunities that come with professional trust. We place significant emphasis on working collegiately as a staff to share our expertise and subsequently enhance the learning experience with our students. Every member of the staff is involved in a variety of professional learning programmes that take place every Wednesday across the academic year. All teachers are members of the Chartered College of Teaching providing access to the latest evidence and research.

We would like the successful applicant to start as soon as possible.

With our trust growing, we are likely to have many more career development opportunities coming up in future.

Closing date for applications is at 9.00 am Monday 6th January 2025.

We may interview suitable candidates prior to the closing date.

To apply for this role, please visit <https://mynewterm.com/jobs/136976/EDV-2024-SSG-18579>

If you have any queries, please contact the school.

t: 01536 513063

e: recruitment@orbismat.com

Southfield School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.



Job Description

OUTLINE OF THE ROLE

To provide support and guidance to all users of IT and Audio Visual systems, equipment and services at Southfield School, and assist the wider Orbis IT Services Team with the maintenance and development of those systems, equipment and services.

You will take pride in responding quickly and effectively to all support requirements and will have an open approach to helping all staff and students to get the best out of the school IT systems.

PRINCIPAL DUTIES & RESPONSIBILITIES

- To understand and be fully committed to the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding young people, especially within the context of IT in schools.
- Provide support of IT equipment to staff, students, and visitors to the schools.
- Carry out day to day maintenance and administration of the IT systems and network, such as password resets.
- Identify the cause of faults and undertake basic repairs and maintenance of hardware.
- Prepare computers with appropriate software ready to use, as required, by staff and students.
- Monitor and update anti-virus software, internet, and email filters.
- Maintain printers by changing toner and ink cartridges, head cleaning, and fault diagnostics.
- Liaise with external partners and suppliers as necessary.
- Carry out day to day helpdesk ticket resolution, ensuring helpdesk tickets are kept accurate and up to date with their current status.
- Escalate any issues arising via the Senior Technicians.
- Update the school website and information screens.
- Conduct administrative tasks appropriate to the role, such as assisting in the maintenance of procedure documentation and the IT Services asset inventory.
- Support the IT Services Team in ensuring routine updates and maintenance are carried out.
- Maintain a working knowledge of the main software applications in use at the school and provide user training where required.
- Continuously develop knowledge and skills and make recommendations for the trust schools as appropriate.
- Maintain knowledge of GDPR and data protection legislation and conduct all work within its bounds.
- To undertake any additional duties as deemed reasonable by the IT Services Director, or Senior Leadership Team.

It is the practice of the school to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the School's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Person Specification

	Essential	Desirable
Qualifications and Experience	GCSE Maths and English Grade 4/C or above The right to work in the UK	IT GCSE or equivalent Ability to drive – current driving licence.
Knowledge	Experience of working in an IT based working environment. Experience working as part of an effective team. Basic knowledge of Microsoft Packages and operating systems	Experience of supporting Office 365 and its associated products. Experience of working within a school IT support role.
Skills and Abilities	Technically minded Good time management skills Ability to prioritise work and meet deadlines Good organisational skills An ability to work confidently under pressure Able to follow instructions Able to work on own initiative Able to work constructively as part of a team, understanding school rules and responsibilities. Ability to use discretion and have an understanding of the importance of confidentiality	Commitment to the trust and its Objects. Commitment to the principles of equality and diversity.
Personal Characteristics	A commitment to participate in further training and development opportunities	
Written Application	A well-constructed, legible application	
Communication	Ability to communicate effectively to a wide range of different audiences, both orally and in writing, including the ability to promote the School.	

Relationships	An ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students Ability to be a representative of the School,	
Appearance	Accept the School dress code and dress professionally in accordance with the culture of the organisation	
Criminal Record Check	Provide information to process full Disclosure Barring Service disclosure.	

Southfield School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.

