

21 August 2019

Dear Applicant

IT Technician, UTC Olympic Legacy Park

Thank you for your enquiry regarding the above post. I hope you find the information pack useful, if you would like to apply for the post please complete the Application Form and Equal Opportunities Monitoring form and return to Vivienne Martin, Executive PA:

Email: hr@utcshffield.org.uk

Post: Vivienne Martin
The Sheffield UTC Academy Trust
111 Matilda Street
Sheffield
S1 4QF

If you would like to discuss the post further please contact: Mark Evans: tel 0114 260 3940.

The closing date for applications is midnight on Sunday 15 September 2019. Please ensure you provide the name, address and status of 2 referees, one of which *must* be the current Headteacher / Principal if you currently work in a school environment. Candidates should be aware that we will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing 23 September 2019.

If you have not been invited for interview 4 weeks after the closing date you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

Once again, thank you for your interest in UTC Sheffield.

Yours faithfully



Nick Crew

Executive Principal

The Sheffield UTC Academy Trust

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About The Sheffield UTC Academy Trust – Nick Crew, Executive Principal



The Sheffield UTC Academy Trust is a growing UTC-only Trust in the Sheffield City Region.

At UTC Sheffield we offer specialist courses designed with employers in five exciting areas: Computing; Creative and Digital Media; Engineering and Advanced Manufacturing; Health Sciences and Sport Science. These are all regional, national and international growth areas that will offer strong career opportunities in the future.

At UTC Sheffield we have two campuses, UTC Sheffield City Centre and UTC Sheffield Olympic Legacy Park. Students can join from age 13, in Year 9 or at age 16, in Year 12, and study an academic curriculum – GCSEs and A Levels – alongside their technical specialism. The difference is that all academic study relates to employer-led projects. Students gain the skills and qualifications to open up opportunities for jobs, apprenticeships and university courses.

About UTC Sheffield City Centre – Alex Reynolds, Principal

We opened in 2013, and had our first set of graduates on 2015, who came out with fantastic results, especially in their technical qualifications.

Located in Sheffield’s vibrant creative quarter, the City Centre campus is in the hub of creative and digital businesses in Sheffield. With capacity for 600 students, when full, our class sizes are smaller than average, allowing staff to spend more time with the students.

At the City Centre UTC we offer a dynamic, career-focused and supportive learning environment working in partnership with a wide range of local engineering and creative and digital employers.



Our state-of-the-art building is equipped with high quality, industry-standard facilities, including engineering mini factories, milling machines and lathes, a prototyping workshop, a CNC machine suite, and much more.

In February 2016 we had our first Ofsted inspection, achieving a ‘Good’ rating; Ofsted praised UTC Sheffield City Centre on establishing a business-like culture and technical curriculum closely aligned to the needs of employers and universities.

About UTC Sheffield Olympic Legacy Park – Dr Sarah Clark, Principal



UTC OLP specialise in Health Sciences, Sport Science and Computing. Students can start with us in Y9 or Y12 to study a combination of GCSEs/A Levels and a technical specialism (OCR Cambridge Technicals and Nationals).

We are located on the Olympic Legacy Park, which is set to be part of an internationally recognised Innovation District for health and wellbeing research and learning. The Olympic Legacy Park will host not only Sheffield’s second UTC, but also the SUFC Women’s football team, Sheffield Eagles Rugby and the Advanced Wellbeing Research Centre (AWRC), which will be the most advanced research and development centre for physical activity and health in the world.

At UTC Sheffield Olympic Legacy Park we offer a dynamic, career-focused and supportive learning environment, working in partnership with a wide range of local health, sport and computing employers.

Our state-of-the-art building is equipped with high quality, industry-standard facilities, including a health and development suite including a flexible ward set up, a child development area and a facility for an operational ambulance, a user experience (UX) lab, a fitness suite and much more.

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

Please read the application form, job description, person spec and other associated documents carefully so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process, you will be disqualified.

You will only be short-listed if you meet the essential requirements of the job specification. The decision to short-list you for interview will be solely based on the information you provide on the application form.

Please return your form by email to:

HR@utcsheffield.org.uk

Or by post to:

Vivienne Martin
The Sheffield UTC Academy Trust
111 Matilda Street
Sheffield
S1 4QF

If you have not been contacted within 4 weeks of the closing date, please assume your application has been unsuccessful.

Equality Act

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, gender, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

Included in the pack is an equality monitoring form, this is optional (See Appendix B).

Disabled Candidates

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

Asylum and Immigration Act

If short-listed you will be asked to bring relevant documentation to interview.

GDPR

The Data Protection Act (2018) means that all organisations that collect, process and store information about individuals do so correctly. By signing your application form you are agreeing to the Trust being able to collect and keep your information so that we can contact you, use the information for short-listing and selection and if you complete the voluntary Equal Opportunities Form (Appendix B) for Equal Opportunities Monitoring purposes we will not keep any details of your application unless you are appointed to the post. All other information related to your application will be disposed of confidentially within 6 months of the interview date.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring (DBS) checks

1. Candidates should be aware that all posts in the Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared (See Appendix A).
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. If you currently work in a school environment one of your referees **MUST** be the current Headteacher / Principal.
5. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not acceptable.

We will seek references on all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received) one of which **MUST** be from the Headteacher / Principal if you currently work in a school environment
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Verification of successful completion of NQT period
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period
- Satisfactory Health check
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

JOB PROFILE

Post:	IT Technician
Grade:	£18,348 - £21,777 37 hours x 52 weeks
Responsible to:	Network Manager
Responsible for:	n/a

Job Purpose

To assist the Network Manager in providing technical support, resources and materials to staff to ensure the delivery of the curriculum, in a safe, timely and flexible manner and to assist in providing classroom support for teaching staff.

To assist the Network Manager in providing support to students in relation to bring your own device, printing and UTC IT infrastructure.

To be able to provide an efficient and effective service, characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative under the direction of the Network Manager.

Be willing to undertake any training to develop within the role.

Main Duties

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- To assist in the management of the UTC's network based solutions, curriculum and administration networks.
- To assist in the management of ICT applications and user accounts to maintain efficient systems of work.
- To assist in the management of back-up systems and disaster contingencies.
- To assist with the liaison with appropriate outside agencies regarding application faults.
- To assist in the management and implementation of the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas.
- Arrange annual inspection and safety testing of computer equipment.
- To assist with the configuration of the network so that it runs smoothly, monitoring traffic and spreading the load appropriately.
- To assist with the configuration of laptops for the wireless network.
- To assist controlling the amount of workspace available to each user.

- To assist the Network Manager to ensure that the service desk provides a responsive and effective service to users, minimising the disruption to the efficient running of the Trust.
- To assist the Network Manager in diagnosing and fixing problems.
- To assist with monitoring and managing workflow.
- To assist the Network Manager in maintaining the IT asset register.
- To assist the Network Manager in assisting staff and visitors in the preparation of presentations and the setting up of AV equipment.
- To assist in the monitoring and booking of video conferencing equipment.
- To assist in the monitoring and booking of mobile devices such as iPads, kindles and user 'Bring Your Own Device.'
- To assist in the management of the laptop trollies.
- To assist the Network Manager in providing AV support for UTC events, including out of hours for those mutually agreed with the local Principal.
- Providing support to users and being the first point of contact for error reporting.
- Establishing good relationships with all departments and colleagues.
- Ability to work effectively on your own.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Business & Operations Director.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

IT Technician

<u>Person Specification</u>	Essential / Desirable E/D
Education / Qualifications	
Level 3 IT Based qualification. Maths and English to minimum level 2.	E E
Experience	
Providing application support, including liaising with users and external software suppliers. Installing client software. Experience of working in an ICT support role. Working with technical reports, testing protocols and systems procedures.	E D E D
Abilities	
Effective communicator both written and orally including the ability to explain technical issues to a non-technical audience. Able to work effectively and take decisions under pressure. Able to work as an effective member of a team. Able to prioritise workload appropriately. Able to follow procedures and technical documentation. Able to follow instructions / complete tasks given to a high standard.	D E E E E E
Other Requirements	
Flexible working as may be asked/required to work unsociable hours. Demonstrate a clear understanding / be willing to develop an understanding of issues in relation to safeguarding children and vulnerable adults. Demonstrate a clear understanding / be willing to develop an understanding of equality of opportunity and diversity. Commitment to self-development. Commitment to working within the policies and procedures of the UTC Trust, including health and safety guidelines.	E E E E E