

Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

04th July 2017

Dear Applicant,

Re: ICT & AV Support Technician

Thank you for your interest in the above post. The Governors are seeking to appoint an ICT & AV Support Technician.

Enclosed with this letter are the following:

Background information about West Bridgford School
Copy of the Advertisement
Job Description

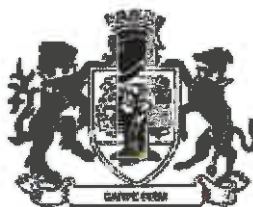
Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Friday 14th July 2017.

Yours sincerely,

Joann Walker
Personnel Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM



The West Bridgford School A Specialist Technology Academy

The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, became a specialist technology college in September 2006 and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1568, including 354 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.





The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

vacancies@wbs.eu.com

Secondary roll: 1568 including 354 in the sixth form



FULL TIME ICT & AV SUPPORT TECHNICIAN

Scale 3 Points 14 to 17 – £16,781 to £17,772

37 hours per week

The West Bridgford School requires an ICT / Audio Visual Technician, start date to be agreed. This is a varied and exciting role where the successful candidate will split their time between AV support for music and drama productions, AV support for events and a front-line ICT support role across the whole school. While the role is line managed within the ICT Support Team, a large proportion of the successful candidate's time will be spent supporting the Performance Arts department. The role requires someone who has excellent communication skills and who will be able to work well with a range of staff and pupils.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is Friday 14th July 2017 at 12 noon



JOB DESCRIPTION ICT & AV Support Technician



- Grade:** Scale 3 Points 14-17
- Salary:** £16,781 - £17,772
- Responsible to:** Network Manager
- Hours of work:** 8:00am – 4:00pm (3:30pm Fridays) with half an hour lunch (unpaid); 37 hours per week, all year round. Please note that the hours of work may be subject to change but this will be discussed at interview.
- Holidays:** 24 days + statutory bank holidays. Please note that the annual leave allocation for this post is to be used within the school holiday period.
- Other information:** Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Summary of the Role

- Work as part of the IT Support Team under the Network Manager. Within that team take particular responsibility for organisation of all AV resources – whole school and music specific
- Provide technical support to the Head of Music – on a daily basis, and particularly for Music Events
- Provide technical support on AV resources for whole school events – assemblies, productions, presentations etc. This will sometimes require working beyond the normal school day

Duties and Responsibilities

ICT Support Role – As Part of the IT Support Team

- Provide technical support and guidance to staff and pupils, problem solve and generally support them in using software/hardware correctly in the classroom situation.
- Maintain and fault-find all computers around the school and organise where necessary if repairs are required.
- Make minor repairs if and when necessary.
- Provide technical support for staff training and school events.
- Ensure the continued operation of the School networks, setting up new accounts, maintain password integrity, and assist pupils and staff to access network resources.
- Set up and maintain new computers.
- Keep up to date with ICT developments, and liaise with the ICT Co-ordinator and Network Manager over future developments.

AV Support Role

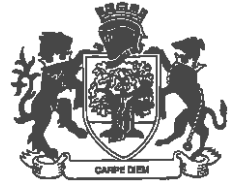
- Provide AV support for assemblies and school events as requested
- Assist staff in the use of AV equipment
- Carry out routine maintenance of AV equipment and organise repairs when necessary
- Organise the booking of AV equipment
- Organise stock of AV and musical equipment and be responsible for its safe and secure storage when not in use
- Order AV equipment under the direction of the Network Manager
- Edit/produce AV recordings as requested
- Work outside of school hours (for example some evenings) when supporting Open Evenings, School Information Evenings and others in consultation with the post line manager.

Music Support Role

- Ensure technical support and guidance is available to staff and pupils for school performances.
- Work outside of school hours (for example some evenings) when supporting music events, concerts and others in consultation with the post line manager.
- Provide support for musical events - concert programmes, recording performances, microphones, sound and lighting.
- Ensure equipment is set up and ready for use in concerts and rehearsals
- Organise and carryout recordings of school performances and feedback to School Website
- Provide technical support for the music department in its use of software/hardware
- Assist with GCSE and A level recordings on days specified in school calendar
- Assist with the maintenance of existing music equipment
- Assist with extra-curricular musical activities



**PERSON SPECIFICATION
ICT & AV Support Technician**



Qualifications/training	
Good standard of education	Essential
ICT competence	Essential
AV equipment competence	Essential

Experience	
Previous experience of working with children of secondary school age	Desirable

Skills	
Good organisational skills	Essential
Good communication skills	Essential
Ability to work in a team	Essential
Able to work under pressure	Essential
ICT technical skills	Essential

Qualities	
Suitable for work with children	Essential
Enthusiastic	Essential
Self-Motivated	Essential
Willingness to continue learning and developing the role	Essential
Empathy with children and their varied needs	Essential
Versatile	Essential
Flexible	Essential
Ability to make creative suggestions on the use of AV equipment to staff and students	Essential