



SANDBACH SCHOOL
OPPORTUNITY, ACHIEVEMENT, EXCELLENCE



Application Pack for the post of
ICT Technician
Full Time, Permanent

ICT Technician

Thank you for your interest in the above post.



Sandbach School is an 11-16 Comprehensive School for boys that has a co-educational Sixth Form. In September 2011 Sandbach School became one of the first 24 Free Schools, directly funded by the DfE and working autonomously from the Local Authority. It serves the communities of Sandbach, Haslington, Elworth and surrounding parishes in Cheshire East.

The school provides an inclusive education which goes well beyond curricular provision: blending traditions with innovation via both Year cohorts and a House system; prefects; peer-mentoring and a strong pupil voice in an active School Senate; Commemoration Day and Awards Ceremonies.

The range of extra-curricular provision is outstanding, encompassing sport, the Arts, Combined Cadet Force and myriad clubs and activities. Extra-curricular relations are used positively to enhance in-class dynamics.

We seek to recruit teaching and support staff with a philosophical commitment to outstanding comprehensive education both inside and outside the classroom. It is our belief that progress in all aspects of learning is affected by the quality of relationships forged within the school community, and that such relationships are unlikely to be maximised solely through the teaching situation. We recognise the entitlement of all pupils to a high quality and equality of experience, provision, care and support. To that end we endeavour to marry all that we see as best in education development with all that is desirable from the traditions of our past.

Our latest Ofsted report recognised the strength of our inclusive approach: "You have encouraged teachers and pupils to work together to deliver high quality leadership and education. Your staff feel valued, trusted and part of the school improvement process. Pupils are encouraged to engage with leadership in the school through the 'Senate'. You encourage elected pupils that make up the 'Senate' to evaluate the effectiveness of the school's work and contribute to further development of school policies."

Thank you for your interest in a position at Sandbach School. I hope you will be enthused by what you read. If your experience and qualifications match our job specification, and if your philosophy of education stands comfortably with the expectations of the School, particularly in terms of providing added value outside the classroom, then I warmly invite your application.

A handwritten signature in black ink, appearing to read 'SB', followed by a long horizontal flourish.

Sarah Burns
Headteacher

Sandbach School and the Community

There are currently 1450 students on roll at Sandbach School (250 in Sixth Form)

The School is one of two single sex High Schools serving the educational needs of Sandbach and its surrounding area.

Sandbach is a pleasant, thriving and expanding market town of around 15,000 inhabitants situated within minutes of the M6. Its traditional employment base was engineering (Fodens and ERF Trucks, with movement towards British Rail and Rolls Royce/Bentley in Crewe). In recent years those industries have declined and numerous service industries have prospered and the geographical situation of the town has attracted a growing commuter population. Stoke on Trent can be reached within 20 minutes, Manchester City Centre within 40 minutes.

The town enjoys a strong community identity and within this Sandbach School is well supported; many families have current or historic links with the School. The local Rugby Club – Sandbach RFC – was formerly the Old Sandbachians, while past and present pupils provide much of the support for the local hockey, soccer and cricket clubs. The Old Sandbachians Association enjoys considerable community standing and meets regularly both locally and in London. Community expectations of the school are high.

Applicants from outside the South Cheshire area will discover a range of housing of all types available, with opportunities to live in the larger local towns (Congleton, Nantwich, Alsager, Holmes Chapel, Crewe and Newcastle), in small villages, or in rural isolation. South Cheshire and the neighbouring areas of North Staffordshire and Shropshire offer an enviable quality of life with a richness of social, cultural and recreational provision.

School History

Although Sandbach School was founded in 1677 as a Parish Charity, its present site near to the centre of town was not occupied until 1849, when George Gilbert Scott designed the impressive buildings which form the façade of the present and much extended School. Building has continued at regular intervals, most recently in 2012 with the opening of a new extension to our Sixth Form Centre.

The School operated as a Charitable Boarding and Day institution completely independent of Cheshire County Council until 1955, when the two parties entered into a unique agreement whereby the independence and charitable status of the School were guaranteed, but the School was to operate as the day grammar for County boys in South Cheshire.

In 1979, a re-negotiated Agreement saw the School accept an all-ability intake from a defined area of South Cheshire. We now have a clear comprehensive ethos supported by all employees, and our curriculum and pastoral provision reflect this. A further negotiation of the Agreement in 2006 strengthened the ties between the LA and the School, allowed for increased admissions at Year 7 and in the Sixth Form and secured the School's long-term future.

In 2011, we became a Free School/Academy which enabled us to gain direct funding from the DfE. We operate as an academy in line with many other Cheshire East schools.

Sandbach School is fully committed to working in partnership with schools and community groups. Local partnerships include being an integral part of the Chimney House Alliance (a formal collaboration of 14 secondary schools in East Cheshire), as well as the Sandbach & Haslington Education Improvement Partnership across the two Sandbach Secondary Schools and their feeder primaries.



Sixth Form

Sandbach School Sixth Form is a dynamic and vibrant place where students are given the freedom and opportunities to develop as individuals as they make important steps towards Higher Education or employment.

Our Sixth Form has a tradition of balancing academic excellence with the best extra-curricular and leadership opportunities thus helping students to make the most of their time here. They are supported and guided along the way by dedicated and experienced staff who are there to provide them with the best possible experience.

Sixth Form Facilities



In 2019, the school purchased Sandbach House, which is the main hub for our Sixth form. Situated across the road from the main site, the historic town-building houses social science and creative media classrooms, a large study space, a kitchen as well as sixth form offices.

Sandbach House allows our students to enjoy their own dedicated facility whilst still being a thriving part of the school environment.

Mission and Values



The core values of Sandbach School are those embodied in the School's motto and crest displayed on all uniform badges and school documentation. Such values are known, understood and should be practised by all members of the Sandbach School Community.

The Latin motto "Ut Severis Seges" broadly translates as "As you sow, so shall you reap" or the more you put into school life, the more you will get out of it. The crest of the Cheshire wheat sheaf suggests that care, nurturing and commitment are needed to achieve a harvest of quality. Applying both concepts to an all-boys comprehensive school, the values which the motto and crest encapsulate are:

- Commitment to excellence in all aspects of school life – "working hard and playing hard".
- Respect for self and others, combined with a responsibility and caring for all members of the school and its wider community.
- Integrity, honesty and open-ness in how every member of the school community operates.
- Encouragement of all to be creative, innovative and able to take initiative in order to develop every individual beyond their perceived potential.

Such values are regularly communicated, reinforced and celebrated in assemblies, performances, fixtures, formal documentation and the School's website.



Extra Curricular

The school runs an extensive programme of extra-curricular activities. Many activities change each term and information is regularly updated on our website.

At our most recent inspection Ofsted commented:

"The school's record of sporting prowess and pupils' strong cultural development has been sustained through a rich variety of extra-curricular activities. Those pupils that do not enjoy sports as much can access a wide range of clubs that take place regularly. These include drama club, band practice and the science, technology, engineering and mathematics (STEM) club." Ofsted 2018

XTRA
#GetInvolved

Please take a look at our website for a further insight into Sandbach School www.sandbachschool.org

We aim to develop the compassion, aspiration and resilience of each student. When they leave us we want them to be at ease with themselves, to have a sense of self-worth, to have developed their talents and abilities and to be a valuable member of society.

Job Details – ICT Technician

We are looking to recruit a motivated ICT Technician to work with the ICT Strategic Network Manager to ensure that the school community has access to reliable and appropriate ICT service

A more detailed job description and person specification is available below. If you feel you have the skills we are looking for we would encourage your application.

Sandbach School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure and satisfactory references.

Job Description ICT Technician

Responsible to:	ICT Strategic Manager
Hours:	37 hours per week, full year
Salary:	£17,274 to £18,534 (Subject to qualifications and experience)
Core purpose:	To assist in the smooth running of the school ICT function.

Job Description:

- Manage computer hardware and software systems within school and provide technical support to school network users, ensuring effective ICT provision is present within the organisation.
- Identify and install hardware and software to develop school systems in line with changing technology.
- Assist staff training to ensure staff are able to maximise ICT resources.
- Maintain and action an effective helpdesk system, ensuring that tasks are logged, and effective feedback promptly provided.
- Assist in the resolution of network problems, maintain and repair hardware and software to enable the smooth running of all school ICT systems.
- Maintain peripheral equipment.
- Become familiar with the needs of pupils and staff so that appropriate ICT hardware and software is available at the right time and place for teaching purposes.
- Ensure the asset tracking schedule is monitored and kept up to date.
- Carry out updates of school MIS software and assist with production of statutory returns.
- Assist with video recording / photography of events as required.
- Assist with the running and upkeep of cashless catering hardware and software.
- Repair of ICT equipment including laptops.
- Assist maintaining VOIP telephone system.
- Assist maintaining CCTV system.
- Assist managing and maintaining user accounts.

- Assist managing and maintaining imaging solutions such as Microsoft deployment toolkit.
- Maintaining the ICT network and internet connection.
- Making updates and changes to school website and social media pages as required.
- Assisting the Data and Examinations Manager with adhoc tasks throughout the year as required.

OTHER

1. As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.
2. You will also be required to carry out any other duties which may reasonably be required of you.

Person Specification

ICT Technician	Essential	Desirable	How assessed A(application) I (Interview)
Education			
5 GCSE's including Science, Maths and English		D	A
A Levels or equivalent		D	A
Graduate Degree		D	A
Other Relevant Qualifications		D	A
Experience			
Experience of working within the Education sector		D	A
Working with children or young adults		D	A/I
Experience of working within a fast paced and demanding environment		D	A/I
Experience of working in a team		D	A/I
Experience of working with multi-agencies		D	
Knowledge/Skills			
Ability to use basic IT and process data	E		A
Ability to communicate with a range of audiences	E		A
Ability to work on own initiative	E		A/I
Ability to prioritise and organise own time	E		A/I
Understanding of basic safeguarding	E		A/I
Behavioural Attributes			
Willingness to learn	E		A/I
Co-operative spirit / Can do attitude	E		A/I
Problem solving approach	E		A/I
Calmness under pressure	E		A/I
Responsible & conscientious approach to Health & Safety	E		A/I
Polite & Professional Approach	E		A/I
Ability to establish and maintain appropriate relationships with young people	E		A/I
Approachable to staff	E		A/I

How to Apply

Please download and complete our application form from our website and e-mail your completed application to awells@sandbachschool.org together with a supporting letter of no more than 2 sides of A4 detailing how you fulfil the requirements of the post. In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please note that CVs will not be accepted).

Closing date for applications is: Friday 16th July 2021

Interviews to be held Tuesday 20th July 2021



Sandbach School, Crewe Road, Sandbach, Cheshire, CW11 3NS, Tel: 01270 758870, E-mail: enquiries@sandbachschool.org