



THE HOWARD
Academy Trust

Candidate Briefing Pack

Senior IT Lead





Hurstmere School is a popular non-selective secondary academy for boys aged 11 – 16, situated in Sidcup, a district in the borough of Bexley.

Our school is an inclusive place of learning that celebrates and welcomes diversity. Every member of our community is known, cared for, and valued for the contribution they make.

We aim to provide the very best educational experience for every single one of our pupils.

We work hard to provide this by:

- Having the highest academic standards and expectations for all our pupils, which celebrates success and promotes aspiration, so that pupils exceed their potential.
- Firing pupils' imaginations which fosters self-belief, resilience, and the ability to learn from failure.
- Providing a wide range of learning opportunities in and outside of the classroom for pupils to learn in a safe, supportive, creative, and happy environment.
- Working with a range of educational and supportive bodies to provide the best education and pastoral care possible, so all pupils believe and achieve, as well as looking after pupil's mental health and wellbeing.

We believe that it is essential that school is a challenging, inspirational, and transformational experience. We also believe that it must support parents in providing a moral framework for learners to live their lives by and that pupils perform to their best abilities when they feel supported, confident, and happy.

We are enormously proud of our academic, sporting, and cultural successes; however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school.

In addition to academic success, we also place extremely high value on the development of character; responsibility, ambition, honesty, confidence, compassion, and courage. This is targeted through a wide range of Learning for Life and extra-curricular opportunities, in tandem with the regular school curriculum.



OUR MISSION

Inspires us to go the extra mile every day to ensure our pupils 'Believe and Achieve'; to be the best that they can be.



OUR VISION

Is for our pupils to have high aspiration and confident self-belief, that with hard work and determination, there are no boundaries to what they can achieve; that our pupils believe in themselves and achieve their full potential.



OUR VALUES

Respect

Treating each other with dignity, courtesy, and respect; celebrating and welcoming diversity.

Teamwork

Creating an outstanding school community where we delight in learning, achieving, and growing together, working as a team.

Resilience

Resilience to face disappointment, learning from failure and adapting to change.

Ambition

To be passionate in our desire and determination to achieve success and exceed our potential.

Integrity

Acting with integrity and honesty so that challenges can be met whilst encouraging responsible decision making.

Leadership

Empowering pupils to work in partnership with each other, staff and with the wider school community.

Self-Belief

Where self-belief is nurtured, encouraging strength of character and a belief in our ability to be the best we can be.

The School has a large site with dedicated areas for each subject, including science laboratories, spacious technology workshops, computer suites and superb sports facilities.



Our commitment to learning is initiated on our growth mind set 'can do' culture. At Hurstmere School, achievement for ALL pupils through a rounded and inclusive approach is paramount. Pupils with special educational needs are empowered to and encouraged to succeed and reach their true potential.



Hurstmere School hosts the School Games programme for the whole of the borough of Bexley, having recently agreed to a request by the Youth Sports Trust to add the Northern half of the borough to our very successful and long-established School Games Network. The School Games is used to drive whole school improvement, supporting schools to develop cross curricular links, increase physical activity, and develop young people's personal and social skills, general well-being and raising standards across the school.



WHY WORK AT HURSTMERE?

Hurstmere School wants to recruit staff who possess a range of qualities, with positivity and enthusiasm high on the list. The staff at Hurstmere are keen to make a difference to each and every pupil by providing the building blocks that they need to raise their achievement and enhance their school experience. New members of staff will work alongside like-minded staff who are ambitious for themselves and our pupils and dedicated to delivering an excellent education.

SPORTS

Hurstmere has been placed in the top 5% of sports schools in the country. Hurstmere was awarded 143rd best sports school out of over 5,000 schools.



STUDIO FIX

Studio Fix is Hurstmere School's own bespoke record label where pupils are mentored in song writing and music production in the school's state of the art recording studio. The project has now been running successfully for 12 years which has seen many highlights including performances at the Royal Albert Hall, The GLC, bands touring with Madness and fund raising charity singles. Over 400 original songs have been written so far with well over 100K plays on various social media platforms.



End2End TV

Hurstmere is the only school that has a TV Production Company working in partnership with them based on site, working inside the curriculum in this way.

OUR EXTRA-CURRICULAR OFFER

At Hurstmere we believe that learning goes well beyond the classroom. We encourage every pupil to take part in extra-curricular enrichment activities and we are proud to offer an extensive range of clubs, trips and activities that are accessible to all. Our in-school and local offer spans from Bee Keeping to Lego club to our nationally successful football teams. Our trip programme includes various worldwide trips including our USA Skiing, Iceland, and Paris trips.



SAFEGUARDING & SAFER RECRUITMENT

Hurstmere School is committed to maintaining a safe and secure environment for all pupils and a “culture of vigilance” to safeguard and protect all in its care. At Hurstmere School pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children’s welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.

Our safeguarding policy is based on the Department for Education’s statutory guidance Keeping Children Safe in Education (2023) and Working Together to Safeguard Children (2018), and the Governance Handbook.

We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

Our safeguarding policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school.
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the Police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.

- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what ‘regulated activity’ is in relation to children.
- Statutory guidance on the Prevent duty, which explains schools’ duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.

Furthermore, the school will follow the procedures set out by Bexley Safeguarding Partnership for Children and Young People: Bexley S.H.I.E.L.D: Effective Support for Children.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children.

EQUAL OPPORTUNITIES

Hurstmere School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the school and potentially constitutes misconduct.

Guaranteed Interview Scheme for Applicants with Disabilities

As part of our commitment to equalities and diversity, we aim to ensure that applicants are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled applicant whose application meets the minimum essential criteria for the post. We are also committed to making Reasonable Adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether they have a disability or not, is unfairly prevented from demonstrating their abilities and skills.

Job

Description

Job Title:	Senior IT Lead
Location	Hurstmere School, Hurst Road, Sidcup, DA15 9AW
Department:	Central Services - IT
Remuneration:	NJC B1 Points 25-30 (FTE £33,945 - £38,223)
Reporting to:	Head of IT

Core Purpose and Scope

We are looking for a Senior IT Lead to start as soon as possible to take over the onsite management and support of IT, you will be fulfilling professional duties at Hurstmere School which is joining The Howard Academy Trust in September as outlined below. These duties will be performed as needed and in alignment with the Trust's policies, under the supervision of the Head of IT. The Senior IT Lead is expected to fully endorse and support the vision, ethos, and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Purpose of the Job:

We are looking to recruit an Senior IT Lead who is a hardworking, organized individual with flexibility and a willingness to learn, who will be based at Hurstmere School

Main duties and responsibilities (Accountabilities):

- Support School users to meet the academic, pastoral and administration needs of the school
- Managing service desk incidents and IT support requests from receipt to resolution & closure
- Providing excellent customer service to end users, such as staff & students
- Promptly completing any admin paperwork/documentation.
- Ensuring service level agreements are met
- Password resets for school systems
- Assisting with strategic alignment
- Assisting with Trust IT projects (this will include travel to other trust school on occasion)
- Manage & train IT Apprentice

Desktop & Application and Support

- Performing advanced diagnosis procedures on problems related to hardware, peripherals and applications.
- Following instructions to efficiently and effectively install and upgrade client/server applications.
- Identifying and installing relevant and essential software patches.
- Identifying and giving appropriate advice on compatibility of applications with existing systems, based on user requirements.
- Giving appropriate level of advice on compatibility of hardware and OS.
- Manage all aspects of the Microsoft 365 system including admin console.

Server & Network Support

- Managing, installing and setting basic configuration options for equipment such as switches, bridges, routers and wireless access points.
- Installing additional servers and upgrading the network operating system
- Maintain internet filter systems.
- Installing software and trouble-shooting installation problems.
- Maintaining hardware and software on the server.
- Managing network access rights.
- Establishing and monitoring appropriate systems logs.

Configuration & Installation

- Designing and applying processes that are relevant to the school environment and report on the effectiveness and impact of the processes.
- Design, implement and monitor the school procedures on receiving and testing ICT equipment.
- Managing the collection of appropriate access to, and storage of data.

Continuity, Maintenance & Security

- Maintain and regularly review whole-school system contingency plans.
- Developing and implementing a maintenance schedule.
- Identifying failing systems and suggesting solutions.
- Implement appropriate security systems to protect hardware, data and confidential information.

Support Request Management

- Interpreting detailed diagnostic information.
- Prioritising the resolution problems and determining whether external support is required.
- Analysing the support logs to produce management reports and help plan future support service developments.
- Allocating tasks between support staff in line with service demands.
- Creating and maintaining e-mail and MIS accounts.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: Senior IT Lead

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Maths & English GCSE or equivalent Grade C and above • Excellent ICT skills • At least 3 Years working in Education IT 	<ul style="list-style-type: none"> • A+, N+, Google Foundations, MCSA, • Qualifications
Knowledge and Understanding	<ul style="list-style-type: none"> • Evidence of successfully managing or supporting the management of ICT network(s), hardware and software functions in order to support the day to day operation of a network • Experience of managing change and implementing new systems/procedures/controls. • Experience in the line management of staff • Significant working knowledge of a range of ICT software, hardware and other resources • Thorough understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals. • Ability to improve own practice/ knowledge through self-evaluation and learning opportunities • Knowledge of managing Microsoft admin console 	<ul style="list-style-type: none"> • Working with LGfL • Management and operations of VMWare vSphere Hypervisor • Knowledge of GDPR/Data Protection • legislation

	<ul style="list-style-type: none"> • Knowledge of child protection legislation • Knowledge of Health & Safety legislation • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post 	
<p style="text-align: center;">Personal qualities</p>	<ul style="list-style-type: none"> • Good communication skills including written and oral • Good team player and self-starter • Good organizational skills • Ability to create a happy, challenging and effective learning environment • A solution-focused mindset and determined “no-excuses” approach to delivering the best service for our schools • A personable nature to build effective relationships • Ability and keenness to promote the Trust’s positive culture and ethos • Understands the importance of confidentiality and discretion 	