



Girls' Learning Trust

www.girlslearningtrust.org

Recruitment Pack

GLT IT Technician

Shared Services
September / 2023



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WELCOME FROM THE GLT HEAD OF IT

Dear Candidate

Thank you for your interest in the post of IT Technician for the Girls' Learning Trust based at Carshalton High School for Girls.

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have over 4,500 students aged 11-18 and almost 500 staff. We have a financial turnover of £30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

IT across the Trust has benefited from significant strategic investment over the last few years which has a direct impact on teaching and learning across our schools. The IT team, while split across the sites are a central team of professionals who work well together and are enthusiastic about providing a first-class service.

Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within each school and across the trust. Continued professional development plays an important role in ensuring that the quality of education is very high in our schools. There are lots of opportunities for cross-trust professional development, with staff from all three schools working collaboratively on projects in many areas and we have a GLT professional development conference each year for all our staff.

This specific role is based within our Shared Services Team, but also plays a full role in school life – working directly with staff at Carshalton to deliver the best quality service.

Kind regards

Pete Creaser

GLT Head of IT

pcreaser@girlslearningtrust.org



OUR TRUST

What is a Multi Academy Trust?

Multi-Academy Trusts (MATs) are where more than two schools have joined to form one organisation, governed by one Trust board. Our MAT is both a registered (exempt) charity and a company limited by guarantee, and since we operate within the state sector, we are regulated by the Education and Skills Funding Agency (ESFA). We receive our funding direct from the government on per pupil basis, and we also generate some income through various additional activities (including targeted capital funding bids, and out of hours lettings), which we invest directly into our educational activities.

What makes Multi Academy Trusts different?

The original academies programme started in 2010 and was intended initially to provide an alternative governance model for schools. Since this process started, many schools have now identified the significant benefits associated with forming partnerships with other schools – enabling cost savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

What is the history of the Girls’ Learning Trust?

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company became the Girls’ Learning Trust (GLT) and later that year Carshalton High School for Girls joined.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls’ education. The Trust benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance,

Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk. This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings. Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic, and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

What makes the Girls' Learning Trust special?

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focused.

What is it like working at the Girls' Learning Trust?

All of our staff are located at offices in our schools, ensuring our shared services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

There are some common features to working in any role at the GLT:

- A passionate and dedicated staff team who believe in the transformative power of education and take pride in the positive impact their roles have both inside and outside of the classroom.
- A team of problem solvers who constantly figure out ways to help pupils achieve better outcomes, tackling challenges both big and small together.
- A fun and empathetic environment: staff who support and take care of each other, bringing a sense of humour to the workplace.
- A commitment to professional development: we are proud of our culture of promoting GLT staff within and across our trust and have an excellent record of developing outstanding staff and preparing them for senior leadership.
- A commitment to safeguarding and wellbeing: we operate a rigorous recruitment procedure that includes DBS, medical screening and confirmation of qualifications. And we are committed to ensuring this remains our top priority.



OUR SCHOOLS

All three schools in the Trust share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced, and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

More information on the schools in our Trust can be found here:



Carshalton High School for Girls

Headteacher: Mr. Maurice Devenney
Students: Approximately 1,450 students
Address: West Street, Carshalton SM5 2QX
Website: www.chsg.org.uk



Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla
Students: Approximately 1,550 students
Address: Ewell Road, Cheam SM3 8AB
Website: www.nonsuchschool.org



Wallington High School for Girls

Headteacher: Tracey O'Brien
Students: Approximately 1,550 students
Address: Woodcote Road, Wallington SM6 0PH
Website: www.wallingtongirls.org.uk



OUR SHARED SERVICES

There are significant benefits associated with being part of a multi academy trust – enabling savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

Finance

We are responsible for the long-term financial sustainability of the Trust and support each school in its own budgeting. We also manage all finance processing and other financial reporting for the schools.

Estates and Facilities (including Health & Safety)

We lead a team of school-based premises staff at each site, making sure our buildings and facilities are fit for purpose for students and staff. We also manage all capital development and large refurbishment projects, working with experts to secure external funding where possible.

Information Technology

We lead a team of school-based IT staff at each site, managing the digital infrastructure that supports high-quality teaching and learning in the classroom, as well as key systems for staff.

People and Administration

We work across the Trust and take responsibility for managing and coordinating all HR functions, implementing policies, and ensuring best practice. As well as advising and supporting Headteachers and the wider Executive Team with the selection, recruitment, development and management of all staff, we are responsible for ensuring an inclusive and kind working environment.

Contract Management

We also take the lead in managing a number of Trust-wide external contracts, including the provision of catering, cleaning and other core services across all three sites.

OUR STRATEGY & FUTURE PLANS

Our Vision

Our vision is to be champions of excellence in girls' education, empowering young women to realise their full potential and shape the world.

Our Mission

We are committed to offering an outstanding education that promotes wellbeing and personal development for everyone in our schools, enriched by the opportunities that arise from being part of an girls' education trust.

We believe education should be about:

- Encouraging risk-taking and developing reflective approaches to teaching and learning.
- Championing equality and inclusion and challenging social and economic disadvantage.
- Building supportive and collaborative networks whilst allowing schools the autonomy to develop in ways that are best for their students.
- Offering broad and rich experiences that go well beyond the academic and lead to satisfying and rewarding career paths.
- Fostering a sense of pride in diversity.

Trust Development and Growth

Since 2015 we have been through two discreet phases of development as a Trust. As we emerge from the impact of the pandemic we are now moving into a period of growth – which creates an exciting environment for new staff joining us.

Phase: Development (2015 – 2018)

Academies join the Trust

Emergence of central services in Finance, IT, HR and Premises

Development of cross-Trust initiatives

Phase: Consolidation and Building Capacity (2019 – 2022)

New CEO recruited

Consolidation of central services and of collaboration across schools

Rise in student population numbers

Post-Covid 19 recovery strategy

Phase: Growth (2023 – 2026)

New COO recruited

Explore opportunities for external partnerships

Increase income generation capacity

Strategic approach to succession planning

Prepare for declining secondary-stage population

Shared Strategic Priorities

As a Trust, we have agreed the following shared priorities for all our schools and central services over the next four years:

1. Promoting wellbeing and personal development for all
2. Excellent staff development for high quality teaching and learning
3. High-quality careers education and advice
4. Extensive enriched curriculum opportunities
5. Welcoming, and robustly supporting, disadvantaged students

6. Strength in equality, diversity and inclusion
7. Sustainability, efficiency and value for money
8. Effective governance
9. Championing collaboration across and outside our Trust
10. Recruiting and retaining the very best staff
11. Innovative and effective IT support and infrastructure
12. Well-maintained and managed facilities that support the aims of the schools and the Trust





THE OPPORTUNITY

This is an exciting time to join the Girls' Learning Trust as the IT Technician for Carshalton High School for Girls. We're looking for a creative problem solver who is skilled and dedicated to providing a high level of support. We're open about the sector you've gained your relevant experience in, but an empathy for education is imperative.

You'll be working with a team of hard-working staff across the Trust who support each other daily, working together collaboratively to solve common problems.

This is an exceptional opportunity for an individual looking to build a career in IT, and you will benefit from significant mentoring and support in role. We're committed to staff development and are keen to talk to applicants from different stages in their own career.

If you would like an informal conversation about this opportunity, the Head of IT would be keen to hear from you. Please email pcreaser@girlslearningtrust.org to arrange this.

JOB DESCRIPTION

Job Title	GLT IT Technician
Reporting To	GLT IT Support Manager
Responsibility for	N/A
Working closely with	Head of IT, Deputy Head of IT, IT Support Manager, IT Technicians, School Staff and Students.
Contract Type	Permanent, Full-Time
Salary Scale	GLT Range 3 (£25,629 to £26,913) depending on experience. Salary range is subject to pay increment in November 2023
Hours of Work	Full-time (36 working hours per week), 52 weeks per year. Start and finish times can be flexible between core hours of 0800 – 1600 as agreed with the GLT IT Support Manager.
Working Location	Mainly based at Carshalton High School for Girls with occasional project work at our other schools. (Nonsuch High School for Girls or Wallington High School for Girls).
Other Benefits	Generous pension scheme with LGPS – www.lgpsmember.org 26 days annual leave, plus 5 days discretionary leave Access to EAP scheme Cycle to work scheme Eye test Vouchers Onsite parking at schools where possible

Section 1: Purpose of the Post

Reporting to the GLT IT Support Manager, the GLT IT Technician will provide technical support and maintenance assistance for the IT infrastructure to support teaching and learning across our schools.

The IT Technician will be responsible for the high level of first line IT support to students, and staff and to escalate to the GLT IT Support Manager as appropriate.

Section 2: Key Responsibilities

IT Support & Maintenance

- Assist with maintaining network connectivity including some switch configuration and wireless infrastructure management.
- Assist with maintaining all staff and student IT provision including PC's, laptops and tablets running Windows 10 and Windows 11.
- Assist with maintaining the network infrastructure including VMWare ESXi, Windows servers, AD and Group Policy, SAN and NAS deployment, Sophos Anti-virus, Web filtering and various peripherals.
- Assist with managing and maintaining data backups.
- Assist with managing the VOIP telephone system.
- Supervise the replenishment of IT consumables including but not limited to projector bulbs, storage media and batteries.

Record Keeping

- Assist with maintaining department records including inventory and VLAN configuration records.

- Assist with maintaining license compliance for all Trust systems and software.

Communication

- Develop documentation and training materials for internal team reference, staff training and VLE resource development.
- Dynamically manage support call priorities by responding to 1st line support calls for client IT and AV queries.
- Appropriately respond to and communicate escalated 2nd and 3rd line support calls.
- Manage client expectations in line with department guidelines.
- Organise and supervise external support engineers and equipment repairs as required.

Project Work

- Undertake some project development work in support of the Trust's Improvement Plan and the IT Masterplan as identified by the GLT Head of IT.
- Ensure timely completion of scheduled projects with the GLT IT Support Manager, GLT Deputy Head of IT and GLT Head of IT.

Section 3: General Duties

- To work flexibly and closely with colleagues to ensure Trust objectives and KPIs are achieved, which may include external meetings and evening work when required.
- To follow Trust policies and procedures, with particular attention to health and safety, safeguarding, prevent, risk management, equality and diversity, quality, values and behaviours.
- To attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- To perform other duties as may be required by the Trust.
- To work effectively with cross Trust leaders, managers, and staff to achieve the objectives of the post, fostering a culture of openness, transparency and a solution focussed approach.
- To keep up to date with changes in legislation so the Trust maintains its legal requirement and high standards and expectations in all that it does.

PERSON SPECIFICATION

We recognise that individuals working in IT come from many different sectors and are keen to hear from anyone working inside and outside of education.

	Required	Desirable
Education, Training & Qualifications		
Educated to "A" level standard or equivalent.	X	
Recognised IT training/qualifications.		X
Network infrastructure training.		X
Experience		
Experience of assisting in the management of a Microsoft network.	X	
Experience of proactively supporting users, with varying degrees of ability, to a high standard.	X	
VLAN administration experience.		X
VoIP telephony administration experience.		X
Experience of delivering ICT training.		X
Experience in the education sector.		X
Skills		
Ability and willingness to learn new skills and show a commitment towards professional development.	X	
Strong stakeholder management and communication skills.	X	
An ability to think creatively, solving problems with a 'can do' attitude.	X	
Ability to troubleshoot and resolve general hardware and software related issues.	X	
Ability to use initiative in completing tasks.	X	
Ability to work as part of a small team and as an individual.	X	
Values & Personal Style		
A strong communicator – both verbal and written	X	
An empathy for education and the environment in which the Trust operates	X	
A commitment to equality, diversity and inclusion	X	

APPLICATION PROCESS

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. As well as verification of identity, we ask all employees to undertake an enhanced DBS disclosure. For any shortlisted applicants, we are also required to conduct an online search about you in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online.

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.girlslearningtrust.org/our-governance/policies.

Application Process

To apply, please complete the application form on our website: www.girlslearningtrust.org/vacancies and sent to: hr@girlslearningtrust.org.

Closing Date

Applications must be received by no later than Sunday 22nd October 2023.

Interviews

Interviews will take place on Wednesday 1st November 2023 at Carshalton High School for Girls.

Notification & Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.



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