



July 2010

Dear candidate,

Thank you for taking the time to find out more about **King Solomon Academy** in Westminster and the role of **ICT Technician**.

Included in this pack is information about the academy, ARK Schools and the role of the ICT Technician.

This is an important role within the Academy; the ICT Technician is a crucial role to ensuring the success of the IT infrastructure at King Solomon Academy, and for providing excellent ongoing first level support. Given the investment being made in IT by the academy, and its growth in the years ahead, this role represents an excellent development opportunity.

To discuss the role further, please contact Gemma McPhail at g.mcphail@arkonline.org or on 0203 116 0742. To apply for the role, please download an application pack from www.kingsolomonacademy.org and return it to Gemma by **9am on Monday 9th August 2010**.

I look forward to receiving your application.

Yours sincerely,

Max Haimendorf
Secondary School Headteacher

Venessa Willms
Primary School Headteacher



About King Solomon Academy

The academy opened as a primary school in September 2007 and is growing each year with a new intake. Last September 2009, the academy's secondary school opened and moved into new state of the art facilities with the existing primary school.

The academy's approach is one of complete commitment to our pupils. The staff body is made up of a committed cohort of teachers and support staff from varied backgrounds, brought together around a vision of a caring, supportive community who are inspired to work with endeavour and enthusiasm towards our goals. We feel the current educational opportunities for pupils from inner-city London communities are unacceptable. We aim to do whatever it takes to provide every single one of our pupils with the real and tangible opportunity to go on to university when they leave school at 18 years old if they so choose.

The academy is unique in several ways. It is all-through, providing a seamless journey for pupils from 3-18. It is made up of small schools for different age groups. By keeping the school sizes small we ensure that pupils and teachers know each other's name, and can build strong, positive, relationships. We believe that through this and hard work and thoughtful planning, we will ensure that pupil behaviour at the academy is exemplary.

This summer over 30 teaching and support staff moved into our high-tech and brand-new facilities. We look forward to IT playing a crucial role in supporting learning in the years ahead.

About ARK Schools

ARK Schools was created in 2004 to work with the Department for Education (DfE), local authorities and others in order to set up new schools and replace existing schools through the government's academies programme. ARK Schools is part of the children's charity 'ARK' which runs a range of health, welfare and education projects in Southern Africa, Eastern Europe and India.

ARK Schools runs a network of eight academies in London, Birmingham and Portsmouth. It has Accredited Schools Status, as granted by the DfE.

The ARK Schools Network

- The first, **Burlington Danes Academy** in White City, opened in September 2006. This is a six- form entry, secondary Academy.
- **Walworth Academy** in Southwark opened in September 2007, taking over from the previous Walworth School. This is a six-form entry secondary academy with a sixth form due to open in 2010.
- **King Solomon Academy** in Westminster, a new two-form entry reception through to sixth form school, opened in September 2007 with its first reception classes. The secondary school opened to its first year 7 pupils in September 2009.



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- **Globe Academy** in Southwark opened in September 2008. It offers nursery through to sixth form education, combining and replacing Geoffrey Chaucer Technology College and Joseph Lancaster Primary School near Elephant and Castle.
 - **Ark Academy** in Wembley Park opened for reception students in September 2008. It will admit its first year 7 pupils in September 2010 when it opens fully as an all-through academy for 3 – 18 year olds in new state of the art accommodation.
 - **Evelyn Grace Academy**, a new Academy in Brixton for 11 - 18 year olds, opened with its first Year 7 classes in temporary space in 2008, it will move to its permanent site in 2010.
 - **St Alban's Academy** is a 4 form entry secondary academy in Birmingham which opened in September 2009, replacing St Alban's CE Specialist Engineering College.
 - **Charter Academy** in Portsmouth opened in September 2009 replacing St Luke's School. The new school buildings which will include a sixth form building, are due to open in 2014.

ARK Schools' ethos

Academic achievement – no excuses

ARK Schools has high expectations for its pupils. We believe that every child can realise their potential given the right encouragement, teaching and support. We want every pupil at our academies to leave with the academic qualifications and skills they need to have a real choice at 18, whether that's to continue their education or to pursue a career. We do everything possible to ensure that every child achieves year level expectations, every year. We won't accept excuses and we won't make any either.

Culture – personal responsibility and mutual respect

Our academies aim to maintain a respectful and orderly environment so that pupils can focus on learning and teachers on teaching. ARK academies operate with a 'zero-tolerance' approach to poor behaviour and transparent and rigorous systems of rewards and sanctions. We believe that a successful education includes developing and nurturing the personal qualities of every pupil. ARK academies give students the opportunity to learn and experience different extra-curricular activities by running after school clubs. We also aim to work closely with parents and the community to enlist their involvement and make school facilities available to them.

Commitment

We expect all pupils, parents, teachers and support staff to sign a home-school agreement before school starts, so that everyone is committed to putting in the effort to ensure that each child succeeds. ARK Schools are committed to the development of our staff and offering training opportunities and a unique range of benefits to all staff. We support our academies' meritocratic approach, giving skilled and dedicated teachers early opportunities to lead schools within schools.



Small schools

Large schools can be intimidating. Several of the ARK academies are organised into a set of ‘small schools’, so that every pupil knows and is known by every teacher within their small school. The small school model is based on research that demonstrates the success of smaller schools in improving behaviour, attendance and academic achievement.

The core curriculum: depth before breadth

English and mathematics are the foundation for all other subjects and are critical to success at school and in life. Our academies aim to develop strong readers and communicators who love to use their skills and children who are confident working with numbers in everyday life. Our curriculum is designed and structured to ensure that all children master essential knowledge in these core subjects.

Our specialisms

All of our academies have specialist school status in mathematics. We believe it is vitally important to provide our pupils with the tools necessary to become numerically confident adults. All ARK schools specialise in maths and ARK invests a great deal in the resources needed to attract and train the best maths teachers. We will ensure that all our pupils become competent mathematicians, at ease with both its theoretical and practical uses.

Support programmes

ARK Schools also runs, develops and funds other programmes to help our schools succeed.

- We support schools with Extended School activities and local literacy and numeracy programmes.
- Our Future Leaders programme helps develop outstanding senior leaders for challenging urban schools.
- The Teaching Leaders programme helps develop middle leaders in urban secondary schools.
- ARK Plus is a pilot programme (currently under review) that will provide focused academic and behavioural support for year seven pupils in three of our south London academies.



Benefits of the ARK Schools Network

ARK Schools also provides the following benefits to staff in its academies:

Staff training; in addition to staff training from individual academies, staff will also benefit from a range of different training opportunities available from ARK leaders.

Network lead practitioners; these outstanding teachers provide professional support for staff and academies across the network. Interested teachers can apply for this two year additional responsibility with the support of their principal.

MA bursary; ARK offers teaching staff the opportunity to further their knowledge and understanding of education through a subsidised part-time MA in education at King's College London. The MA bursary covers the majority of the £3,600 course fee, with teachers expected to contribute just £500.

Scholarships; for staff wishing to undertake a qualification or training in a more specific area ARK has three scholarships each year worth £1,500.

International development opportunities: In spring 2010, 13 members of staff from ARK academies visited Jamaica with the Department for Children, Schools and Families/British Council's Teachers' International Professional Development programme. ARK also strong links with charter school groups in the USA and staff may have the opportunity to visit and share best practice.

Financial planning and assistance: There are also several benefits to help staff plan their finances. All ARK academies provide childcare vouchers, interest free annual season ticket or bicycle purchase loans (for which monthly repayments are deducted from the employee's salary before tax) through the 'Cycle to Work' scheme.

Discounted gym membership; all Ark Schools employees receive a minimum 20% discount at Fitness First clubs around the country.



JOB DESCRIPTION **ICT TECHNICIAN**

Reports to: IT Service Delivery Manager

Start date: As soon as possible (July/August 2010)

Salary: ARK Grade 6 (£21,314 - £25,771)

Hours: 7.30am to 4pm daily (one hour lunch break), with flexible arrangements to be made as and when needed. 52 weeks per annum/full time with an annual leave entitlement of 25 days per year.

The Role

To provide a highly responsive and excellent IT support service to academy staff and students; logging all support requests and ensuring the efficient functioning of all workstations, laptops and other locally installed hardware. Where necessary, the post holder will also liaise with colleagues at ARK central IT to resolve issues that cannot be resolved locally and help develop an excellent service.

Key Responsibilities

First level IT support provision

- To provide first level IT support to the academy
- To provide professional and responsive support services to the academy's staff, including teaching staff, administration and management
- To ensure all support requests are logged, tracked and updated through the ARK call handling facility
- To take responsibility for workstations, laptops, thin, clients, interactive whiteboards and other locally installed hardware such as printers and scanners
- To be responsible for other networked hardware such as IP telephones, CCTV, electronic locks
- To unpack and install ICT equipment such as new computers and peripherals and enter all new equipment into an inventory file
- To check and re-fill printer toner and cartridges
- To undertake periodic printer maintenance such as head cleaning and alignment
- To monitor printer usage, interpret reports and advise on best practice to ensure cost savings can be made where possible.

Following Service Level Agreements (SLA)

- To use defined escalation procedures to ensure that network issues and hardware and software issues that cannot be resolved locally are addressed in a timely fashion
- To work within the agreed IT Service Level Agreement to ensure that the needs of the academy are met
- To procure IT equipment through established ARK wide procurement procedures to ensure value for money
- To ensure ARK IT usage policies and documentation are being followed at academy.



IT training

- To assist with the maintenance and update of the academy website and display screen information.
- To organise and run parent ICT training sessions, once a week, for one hour on how to use Parent Pay, set up email address, using the internet etc

Other

- The post holder may be required to undertake other duties that are commensurate to the post holders abilities and position
- To provide out of hours cover for end users when necessary.



PERSON SPECIFICATION

Qualification Criteria

- Right to work in the UK
- 5 GCSEs A-C including Math's and English
- Qualified to A level (or equivalent), with an IT related qualification
- Any industry recognised qualifications such as CCNA or MSCE would be preferable.

Knowledge and Experience

- Experience of resolving network issues and an understanding of TCP/IP networking protocols
- Experience of resolving faults with Microsoft Windows XP, Windows 7, Windows Server 2003, Windows Server 2007, Active Directory, Microsoft Exchange and Citrix
- Experience of IT support in a school environment is advantageous
- Knowledge of IP networks and various components used within the network
- Knowledge of educational hardware and software including SMART and Promethean interactive whiteboards, Ranger Remote Control, Fronter
- Knowledge of IT systems and the trends within the IT marketplace.

Personal Characteristics

- An attitude of personal responsibility for own actions and organisational outcomes
- Self- motivated and resilient with the ability to work calmly under pressure
- A team player with a positive outlook who is ready to get involved with issues and projects across the IT team
- A flexible attitude towards working hours and a willingness to support colleagues
- Willing to carry out instructions and perform routine tasks
- Keen to learn and develop own skills.

Specific Skills

- Able to skillfully handle, analyse and interpret information
- Strong communication skills, both written and oral, in particular when liaising with non-technical colleagues.

Alignment with King Solomon Academy and ARK Schools' Vision

- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instill and ensure high expectations
- The courage and conviction to make a difference.

Other

- The post holder must be committed to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Criminal Records Bureau disclosure.



ARK Academies, Safe Recruitment Procedure

ARK Academies is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Candidates will be expected to bring identification to the final round interview and also sign a copy of the declaration on their application form at first interview
2. Candidates will be subject to an in-depth interview (of which there may be two such sessions; a screening at ARK followed by academy specific interview and, where appropriate, lesson observation)
3. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Immediate List 99

Before taking up the post a list 99 will be done, and an enhanced CRB will be requested.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academies with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.