



IT Technician

Job Number: PV21-31

Job Summary:

Employer: Penk Valley Academy Trust

Start Date: February 2022

Salary: Grade 5 Starting Salary £19,698.00

Location: Penkridge

Application Closing Date: Sunday 23 January 2022 (noon)

Interviews: w/c 31 January 2022

Contract: Permanent, full time, full year

Hours: 37 hrs p/w

The Post:

This is a fantastic opportunity for an IT technician to join our growing Academy Trust within South Staffordshire. Using your initiative and flexible approach you will help support over 2000 students and 350 staff members across our 7 schools.

Your working week will be split between your dedicated base of Wolgarston High School, Penkridge and supporting visits to the remaining schools as required and arranged with line management.

On a day to day level you will be involved in providing an outstanding level of IT support and IT project related activities to staff and students within our trust the ability to travel across sites is essential.

Duties will include

- Logging support calls
- Responding to logged tickets
- Investigation, resolution or escalation of issues within SLA.
- Administration of the asset register
- Ensuring that staff and students have access to the data and resources they need.
- Deployment and maintenance of PCs, Laptops, Tablets and other equipment such as scanners, printers, interactive wallboards and projectors,
- Scheduled hardware testing.
- Administration of user accounts within Active Directory and other systems,
- Software and system upgrades and monitoring of services.

Skills:

Required:

- A good working knowledge of -
 - Computer hardware function and maintenance
 - Microsoft Windows (Desktop and Server)
 - Microsoft Office applications
- An understanding of networking, both wired and wireless.
- Good verbal and written communications

Advantageous:

- Educational IT support experience
- Help desk experience
- Microsoft Windows
- Office365
- Knowledge and experience of Active Directory

Being part of Penk Valley Academy Trust:

Penk Valley Academy Trust is the local academy trust for the following schools Marshbrook First School, Princefield First School, St John's First School, St Mary & St Chad CE First School, Penkridge Middle School, Wolgarston High School and The Rural Enterprise Academy. The Trust's vision is to take collective responsibility for ensuring that every child and young person in our Trust receives an excellent education, achieves high outcomes and realises their potential. All members of staff work incredibly hard to provide the very best education for every child in our care.

To find out more regarding the Academy Trust please do not hesitate to visit our website at www.penkvalley.co.uk

Employee benefits

- Membership of the local government pension scheme
- Support programme through Schools Choice.
- A comprehensive CPD Programme
- Cycle to work scheme

Recruitment and hiring during COVID-19:

Despite the challenges we face, recruitment and hiring will continue for all Penk Valley Academy Trust vacancies with as little disruption as possible over the coming weeks and months. This is for all senior, teaching and support staff appointments. Applications will still be reviewed, and interviews conducted in a timely manner, although interview activities may vary. We will still aim to conduct face to face interviews where possible. Candidates will be given the option to interview via online video if you cannot attend in person, this can be discussed if your application is

shortlisted. We will always adhere to Government advise.

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.wolgarton.staffs.sch.uk and return HR@penkvalley.co.uk to or alternatively post your application to the school address for the attention of HR.

Wolgarston High School
Cannock Road
Penkridge
Staffordshire
ST19 5RX

For an informal chat or to arrange a visit to the school please contact Steve Whitehead via email: s-whitehead@penkvalley.co.uk

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment and responsibility. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

All staff working in the School during the school day will have contact with children and will therefore be in regulated activity.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.