



Rossall

INSPIRING EXCELLENCE

ICT TECHNICIAN



APPOINTMENT BRIEF

January 2021



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 690 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.

Academic results are superbly strong. The School has an IBDP average of 34 and this year almost 50% of A level grades resulted in an A* or A. Almost 60% of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong – to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The appointment of a Deputy Head of Teaching and Learning and the opening of the new centre for Innovation and Excellence in Learning are reflective of the School's commitment to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of its staff. Additionally, the establishment of a Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2019, we had a full ISI inspection. We were judged to be compliant in every regard and the quality of pupil's personal development was considered to be excellent.

In the summer of 2020, we appointed Emma Williams to the role of Director of Boarding and Richard Symons became our very first Head of Diversity, Equity and Inclusion. Rachel Magowan was appointed our first Director of Health and Wellbeing and our team of houseparents and year group heads are dedicated, experienced and provide a nurturing and safe context for all of our children.

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this regard.

Other current initiatives include the launch of a Leadership and Adventure Training Academy and an International Performing Arts Academy. The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching an International Performing Arts Academy and a Girls' Elite Football Programme in partnership with England and Chelsea footballer Bright, and Fleetwood Town Football Club.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all they need to get the most from their stay with us, in school as well as during leisure and social time. Our holistic vision of education is predicated upon excellent personal relationships with our families.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

We strive to develop in our pupils a lifelong love of learning, a sense of responsibility and personal integrity. Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!

MEET THE ROSSALL TEAM

ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and six fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Mr Robert Robinson
Deputy Head



Ms Dina Porovic
*Deputy Head
(Academic)*



Mr Matt Turner
*Head of
Junior School*



Mr Stephen Prest
*Director of
Sixth Form*



Mrs Lucy Barnwell
*Director of
External Relations*

ICT AT ROSSALL

The ICT support team consists of an ICT Manager and one ICT Technician. The majority of our ICT services are managed in-house and the school runs a predominantly Microsoft network with several Linux servers fulfilling specific roles. A VMware vSphere cluster and SAN provides capacity for future expansion and development of the ICT services provided. The switching infrastructure is mainly HP Procurve with the core switch connected by fibre to approximately fifty distribution cabinets located around the site. Ruckus ZoneDirector is used to provide site wide WiFi provision for over 1500 devices which includes approximately 500 mobile devices owned and managed by the school.

JOB DESCRIPTION

Responsible to: The ICT Manager

Main Purpose

To assist the ICT Support Department in maintaining and developing the school's ICT infrastructure, systems and services.

Main Responsibilities

Key areas

- To provide 1st line support to approximately 700 users.
- To help develop the school's ICT systems and services.
- Take responsibility for individual projects under the guidance of the ICT Manager.
- Responsible to the ICT Manager
- To contribute to the smooth operation of the school's ICT provision as directed by the ICT Manager.

Key responsibilities

- Commissioning, repairing and maintaining equipment such as iPads, Chromebooks, desktop PCs, laptops, printers, monitors, and projectors.
- Providing first line support to students, teaching and admin staff.
- To log all support requests on the ICT Helpdesk.
- Log support requests with third parties where necessary.
- To undertake effective fault diagnosis of ICT incidents and escalate when necessary.
- To liaise and work with all users to ensure effective ICT support.
- To work with other Rossall departments on larger projects.
- To control, maintain and set-up as required portable audio-visual equipment held within the school.
- To install and configure software as instructed by the ICT Manager.
- Manage bookable ICT resources ensuring user requirements are fulfilled.

- Google Workspace administration.
- Ensure ICT rooms and equipment are kept in good repair.
- To contribute to daily and weekly scheduled technical tasks, such as backups, checking for issues with equipment etc.
- To troubleshoot ICT issues, interacting with students, staff and external agencies as necessary to do so.
- To uphold all school policies, especially those regarding safeguarding, ICT User Agreements, Health and Safety and child protection, under the guidance and supervision of the ICT Manager.
- To carry out other tasks as reasonably directed by the ICT Manager.

Service and image

- To develop and project a positive “can do” departmental image, by devising and introducing methods of promoting an effective and proactive ICT service. This includes periodically briefing users on ICT services and related matters.
- To undertake any other duties reasonably expected of an ICT Technician, as agreed with the ICT Manager.

The post-holder must adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DSL or to the Head immediately.

PERSON SPECIFICATION

Requirements which are Essential (E) and Desirable (D) are as follows:

Qualifications/Experience/Attainments

- E Experience of providing ICT support
- E Experience of troubleshooting Windows operating systems
- E Experience of troubleshooting ICT hardware
- E Experience of using the Microsoft Office Suite
- D Experience of TCP/IP networking
- D Experience of Windows Server including Active Directory
- D Experience of switch and router configuration
- D Experience of Apple, Android and Chrome operating systems

Personal characteristics

- E Excellent interpersonal, persuasive and communication skills
- E Have a logical thought process when troubleshooting
- E Experience of and willingness to work with children of all ages

- E Flexibility to work at different times, reflecting the needs of a boarding school
- E Good technical capability
- E Good time management
- E Attention to detail
- E Willingness to learn and improve technical skills through recognised qualifications
- E A cheerful disposition and a good sense of humour.
- E Team worker
- E Positive attitude

BENEFITS OF SERVICE

The position is a full time post, all year round. The salary is £18,000 per annum.

Holiday entitlement is 25 working days per annum plus Bank Holidays.

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

- Membership of the school contributory pension scheme
- Free lunch and refreshments during term-time
- Free parking on site
- Medical centre on site during term time
- Free use of the School swimming pool, gymnasium and sports facilities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to Mrs Stephanie Capstick (Head of HR and Compliance).

POST:

Mrs Stephanie Capstick
Head of HR and Compliance
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

hr@rossall.org.uk

CLOSING DATE: Noon on Tuesday 19th January 2021