



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

ICT Technician

Pleckgate High School



## A message from the Headteacher

“The community of Pleckgate has a local secondary school it can be proud of. It provides an excellent education for all its pupils. They flourish in a bright, positive and secure environment.”

**Ofsted – January 2019**

Thank you for expressing an interest in the position of ICT Technician at Pleckgate High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic ICT Technician to join an outstanding school at an exciting stage of its journey.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1300 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do.

In January 2019, the school was judged as outstanding in all areas by Ofsted, a copy of the report can be downloaded from the school’s website. Inspectors found our school to have a “great sense of industry and endeavour” and described the school as “harmonious” with a “common goal to excel”. A copy of the report can be downloaded from the school’s website.

At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the heart of the school’s work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence.

We are proud of our achievements – our ambitious curriculum, our examination success, opportunities for pupils’ personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards.

This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Pleckgate is a successful 11 – 16 high school and over the past three years has achieved the following:

- Judged as outstanding across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- Outcomes in 2019 continued to demonstrate excellent progress with a fifth successive year of positive Progress 8 and in the top 20% of schools nationally.
- For the past four years each year group in school has been significantly oversubscribed

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact [mwade@pleckgate.com](mailto:mwade@pleckgate.com)



**Aishling McGinty**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### High Expectations

of ourselves, our pupils and our school community

### Commitment

we are dedicated to raising standards and improving opportunities

### Ambition

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# ICT TECHNICIAN

<b>Hours:</b>	<b>37 hours per week</b>
<b>Weeks Worked:</b>	<b>All year round</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Salary:</b>	<b>Grade E (SCP 9-15) £25,119 to £27,803 per annum</b>

Pleckgate High School would like to recruit an ICT Technician who can provide an exceptional business support service to our pupils, teachers and wider stakeholders. As a key member of our school's ICT support team, your expertise will help to deliver an outstanding learning environment for our young people. The successful candidate will be a committed team player with excellent organisational and specialist technical skills. You will have experience of delivering outstanding customer service and possess the ability to develop relationships across our school community.

This role is full time - 37 hours per week. The working hours are 08:00 – 16:00 Monday to Thursday and 08:00 – 15:30 Friday with a daily unpaid lunch break of 30 minutes.

### The Job

- In consultation with or under the guidance of a teacher or senior member of support staff, co-ordinate the planning, developing and/organising of the school's ICT network.
- Undertake routine maintenance of equipment.
- Ensure adherence to health and safety regulations in relation to ICT equipment used by staff and pupils.
- Advise and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers.
- Develop and implement plans to safely and securely store allocated resources / materials / equipment.
- Update records, including production of reports and analysis of information.

### What are the job requirements?

- The ability to work within a team and independently.
- A flexible approach to changing work tasks.
- Positive, with a 'can do' attitude.
- Patient and persistent in providing support and care to our students and parents.
- Experience with MSWord office packages.

- Willing to develop knowledge and expertise.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- Employee Assistance Programme
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources
- 31 Days Annual Leave plus Bank Holidays

**Closing date: Monday 4<sup>th</sup> December 2023 at 09:00**

**Interview date: Friday 8<sup>th</sup> December**

**Safeguarding**

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com)

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

<b>Job Title:</b>	<b>ICT Technician</b>
<b>Establishment</b>	<b>Pleckgate High School</b>
<b>Grade:</b>	<b>Grade E - SCP 9 – 15</b>

## **JOB DESCRIPTION**

### **Job Purpose**

- With reference to or guidance from a teacher or senior member of support staff, co-ordinate the provision of ICT support including the maintenance of equipment, use of software and continued effectiveness of a school network for all aspects of learning and administration.
- This post is full time, all year and permanent.
- Part or all of any other equivalent or lesser graded profile undertaken for a minority of the post holders contractual time.

### **Areas of Responsibility – appropriate for this post**

#### **Key Duties:**

- In consultation with or under the guidance of a teacher or senior member of support staff, co-ordinate the planning, developing and/organising of the school's ICT network. 2. Undertake routine maintenance of equipment.
- Ensure adherence to health and safety regulations in relation to ICT equipment used by staff and pupils.
- Advise and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers.
- Develop and implement plans to safely and securely store allocated resources / materials / equipment.
- Update records, including production of reports and analysis of information.

#### **Additional Responsibilities:**

- Be responsible for the installation and maintenance of computer hardware and software. 2. Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day.
- Assist in maintaining and developing school network.

- Support adherence to ICT policies, including those relating to safeguarding and internet usage and report any concerns.
- Resolve hardware / software technical issues.

**Individuals in this role may also:**

- Carry out desk-top publishing procedures.
- Provide bespoke ICT training for staff and pupils.
- Check and maintain stocks of ICT consumables.
- Allocate work to other members of ICT support staff.
- Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources.

**Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



## PERSON SPECIFICATION

<b>Job Title:</b>	<b>ICT Technician</b>
<b>Establishment</b>	<b>Pleckgate High School</b>
<b>Grade:</b>	<b>Grade E - SCP 9 - 15</b>

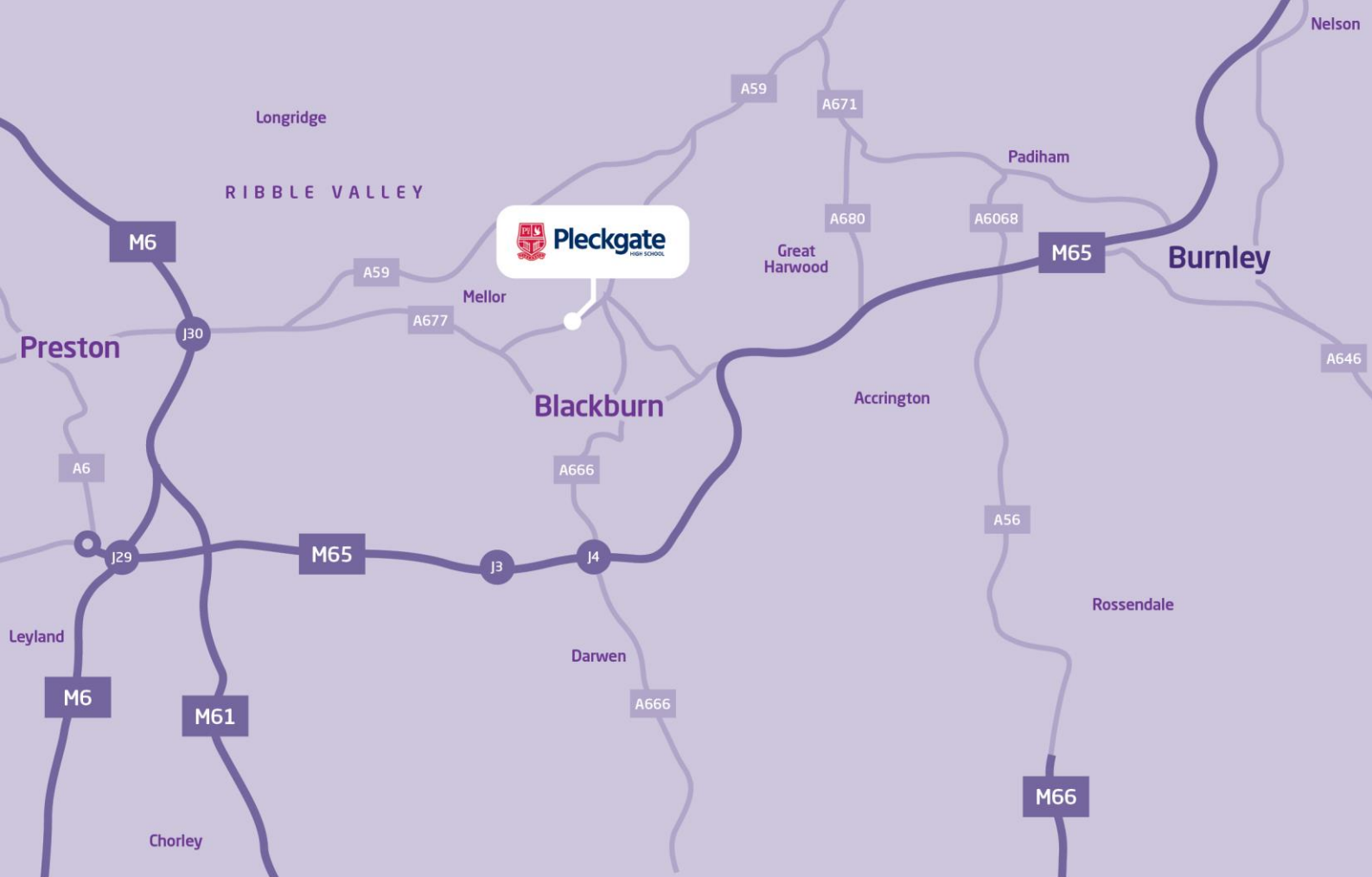
No	Requirements (based on the job description)	Essential / Desirable	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>QUALIFICATIONS AND TRAINING</b>			
1.	GCSE (grade A*-C) or equivalent in English and mathematics.	E	AF / I
2.	ICT related qualifications.	D	AF / I
3.	Further or higher education qualifications relevant to the field.	D	AF / I
<b>EXPERIENCE</b>			
4.	Experience of school-based software e.g. Synergy, SIMs and e-learning platforms.	D	AF / I
5.	Previous relevant experience or the ability to demonstrate the competence to carry out the job.	E	AF / I
6.	Experience of ICT Technical Support.	E	AF / I



7.	Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, license's or equivalent where applicable.	E	AF / I
8.	Experience with Office 365 Administration.	D	AF / I
9.	Experience of working in a school or similar establishment.	D	AF / I
10.	Experience of managing deadlines	E	AF / I
11.	Excellent communication skills	E	AF / I
12.	Ability to work as part of a team	E	AF / I
13.	Experience managing a register of IT assets	E	AF / I
<b>KNOWLEDGE, SKILLS and ABILITIES</b>			
14.	Excellent interpersonal skills	E	AF / I
15.	Ability to assist the Network Manager with all aspects of ICT technical support in school.	E	AF / I
16.	Knowledge of child protection.	D	AF / I
17.	Excellent diagnostic and technical troubleshooting skills.	E	AF / I
18.	Management of IT Helpdesk experience.	D	AF / I
19.	Ability to promote the safe and secure use of the internet.	E	AF / I
20.	Good organization and problem-solving skills.	E	AF / I
21.	Experience of hardware repair and maintenance.	E	AF / I
22.	Experience managing a WordPress website.	D	AF / I



<b>OTHER (including special requirements)</b>			
23.	Commitment to safeguarding and protecting the welfare of children and young people.	E	AF / I
24.	Commitment to equality and diversity.	E	AF / I
25.	Commitment to health and safety.	E	AF / I
26.	Willingness to work occasionally outside of contracted hours, e.g. Open Evenings, Parents' Evenings, Prize Night, Concerts etc.	E	AF / I



# Contact

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An Education Partnership Trust School