



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

ICT Technician

Carr Hill High School



A message from the Headteacher

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

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

Carr Hill is situated in the market town of Kirkham in the Fylde, just over a mile from exit 3 of the M55 and with very easy transport links from a wide radius in the north west of England. Kirkham is just 9 miles from the coastal town of Lytham St Annes and an easy drive to the Lake District or Trough of Bowland. Kirkham is also served by Kirkham and Wesham train station.

The school is 11-16 and has an average of 180 students in each year group. Students come from over 25 different primary schools though there are a core group of feeder schools. Historically there are a significant number of army families due to the proximity of the barracks at Weeton which will have a new regiment in summer 2024. As the only state school in the immediate area, Carr Hill is a truly comprehensive school with a wide range of ability and social background.

We aim high at Carr Hill and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

At Carr Hill our mission is to provide a high-quality education that prepares students for the challenges of tomorrow. With a focus on pursuing excellence, we strive to create an inclusive environment where every student can achieve their full potential, through our Carr Hill values of 'Commitment, Aspiration, Resilience and Respect.'

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.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

As a staff member of Carr Hill High School, you will be able to take advantage of the staff benefits available through the EPT.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch.

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 rwilson@carrhill-ept.com



B. Layzell
Headteacher



**Education
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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.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

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

Hours: 37
Weeks Worked: All year
Start Date: 17th February 2025
Salary: (SCP 9-15) £26,409 - £29,093

Carr Hill High School wishes to appoint 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.

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?

- GCSE (grade A*-C) or equivalent in English and mathematics.
- Experience of ICT Technical Support.
- Experience of school-based software e.g. Synergy, SIMs and e-learning platforms.
- Previous relevant experience or the ability to demonstrate the competence to carry out the job.
- Excellent diagnostic and technical troubleshooting skills.
- Experience of hardware repair and maintenance.

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

Closing date: 13 January 2025 (1pm)

Interview date: 16 January 2025

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

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.

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

Job Description

ICT Technician

Salary: SCP 9-15 - £26,409 - £29,093

Reports To: School Business Manager

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 holder's contractual time.

Areas of Responsibility – appropriate for this post

Key Duties:

- In consultation with or under the guidance of a 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

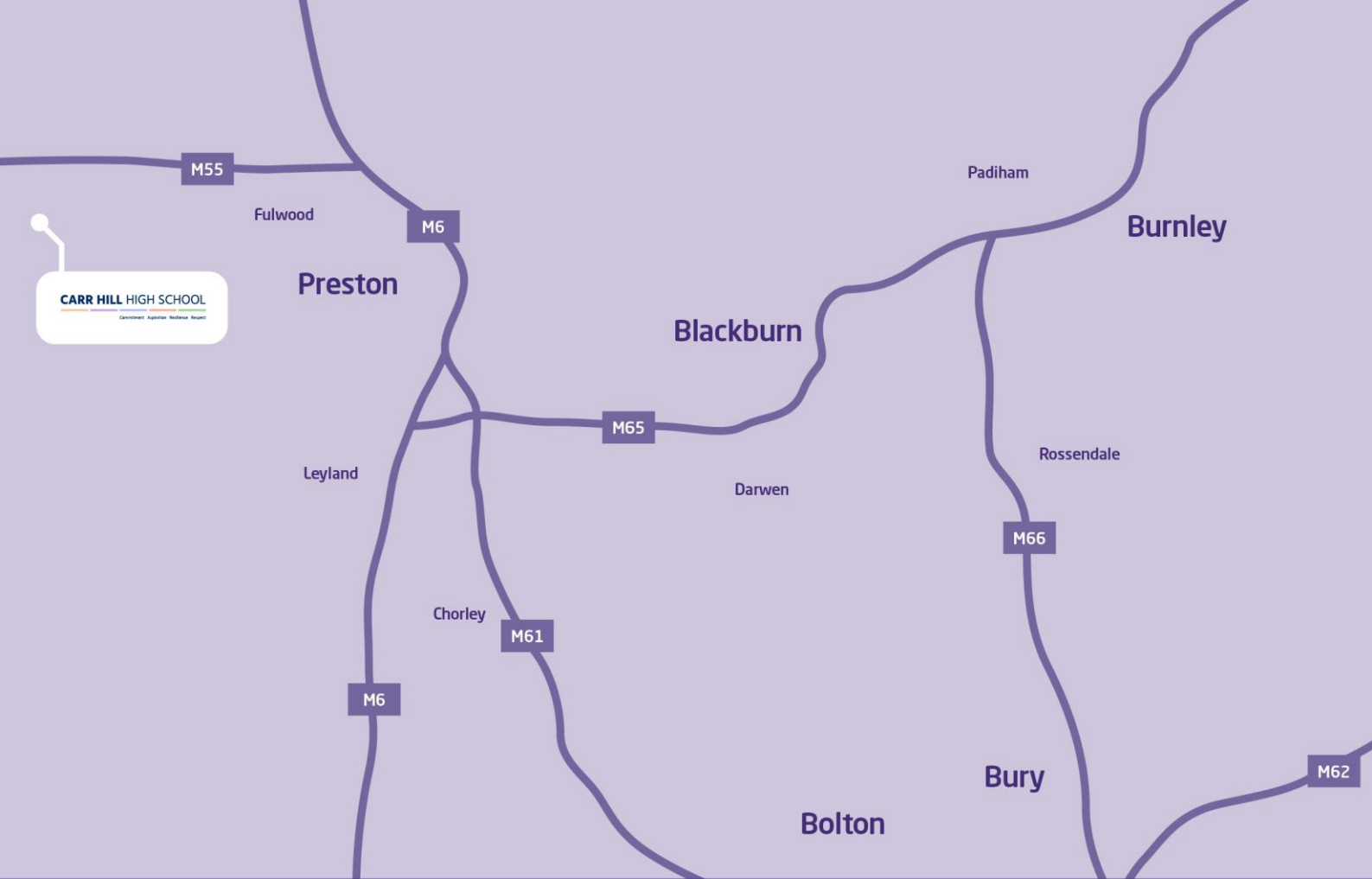
ICT Technician

Salary: SCP 9-15 - £26,409 - £29,093

Reports To: School Business Manager

No	Requirements (based on the job description)	Essential / Desirable	To be identified by: Application Form (AF) Interview (I); Test (T) or other (give details)
QUALIFICATIONS AND TRAINING			
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
EXPERIENCE			
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

KNOWLEDGE, SKILLS and ABILITIES			
14.	Excellent interpersonal skills	E	AF / I
15.	Ability to assist the Trust IT 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
OTHER (including special requirements)			
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