

Kirkby High School

**Recruitment Pack**



**ICT Technician (apprentice)**



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**Welcome**

Dear Applicant,

Thank you for your interest in the ICT Technician (apprentice) position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to start as soon as possible on a fixed term 12-month contract.

We are proud of our school’s success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Jo Barrett on 0151 477 8710 or email [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs R Conefrey

Headteacher

Kirkby High School



**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

* Mutual respect
* Fairness
* Equality of opportunity
* Individual growth
* Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

**Kirkby High School**

**Kirkby High School is a vastly improving 11-16 mixed comprehensive of around 880 students where we continually strive to provide the highest standards for our whole school community. All staff at Kirkby High School fully embrace our philosophy: Excellence for All.**

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students’ self-belief and to show them that they can be what they want to be.



* Liaise with third-party support providers as appropriate
* Investigate and research new technologies, hardware and software and assist in implementation
* Create and maintain documentation for school systems as required
* Support school assemblies and productions by assisting with equipment setup as required

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities as required
* Undertake personal development through training and other learning activities including performance management as required.

**As an apprentice, the successful candidate will be enrolled onto a training programme with the Trust’s chosen training provider. This will involve travelling to the training provider to undertake lessons of the course.**

**The provider of the course is Southport College - The apprenticeship can be a combination of College attendance and site visits with an Assessor.**

**Job Description**

**Overall Purpose of the Post**

* Under the reasonable direction of the IT Technician and IT Services Manager, carry out the professional duties in line with the job profile and in particular to:
* Provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.
* Support the aims and objectives of the school

**SUPPORT FOR THE CURRICULUM**

* Perform routine fault repairs of software and hardware
* Monitor the school helpdesk and carry out IT support duties
* Perform network fault-finding and diagnosis as required
* Install new software and peripherals as required
* Install and maintain software and hardware as required
* Assist with managing and maintaining adequate stock levels of consumables
* Support the school’s eLearning strategy
* Help teaching and support staff with advice regarding software and hardware as required
* Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / curriculum etc.
* Maintain accurate records as requested

ICT Technician (apprentice)

Reports to: IT Manager

Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP

Salary: NJC Grade 3 Scale Points 3 - 5

Hours: 37 hours per week, temporary for duration of apprentice

**How to Apply**

**Person Specification **

**The successful candidate will possess the following personal attributes:**

**Qualifications (Proof required at interview)**

*Essential:*

* GCSE grade C or above (or equivalent) in English and Maths

*Desirable:*

* Level 3 / A-level qualification in a digital or IT-related subject
* Full UK driving license

**Experience:**

*Essential:*

* Experience of working with IT hardware / software

*Desirable:*

* Experience of working in a school environment.
* Experience of working in a customer/user-facing role
* Experience of maintaining websites (e.g. adding and updating content)

**Job Related Knowledge:**

*Essential:*

* *Knowledge of basic PC Hardware/Software & Network Systems/Printers*
* *Knowledge of the Microsoft Office suite of programmes*

*Desirable:*

* *Knowledge of Active Directory, Server 2012/2016, Windows 10 etc.*
* *Experience of classroom technologies and software (e.g. interactive whiteboards, visualisers, AV equipment)*
* *Knowledge of online learning packages (e.g. Microsoft Teams)*

**Skills and Aptitudes:**

* Excellent problem solver
* Must enjoy seeing jobs through to completion
* Must be able to work on own initiative, and to specific deadlines
* Excellent communication skills
* Positive attitude
* Patience and determination
* Be able to work with and around staff and students in a school setting
* Flexibility
* Be self-motivated and able to work alone as well as part of a team

**Other Requirements:**

* An empathy with children
* The ability to organise workload.
* The ability to work without direct supervision.
* The ability to maintain confidentiality.
* Excellent attendance and punctuality record.

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to:

e.ledson-innocent@rlt.education

Alternatively, send a hard copy to:

Mrs R Conefrey

Headteacher

Kirkby High School

Bracknell Avenue

L32 9PP

Closing date: 9th October 2020





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

**KIRKBY HIGH SCHOOL**

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*BRACKNELL AVENUE,*

*KIRKBY, MERSEYSIDE, L32 9PP*

***TELEPHONE:*** *0151 477 8710*

***FACSIMILE:*** *0151 477 8715*

***EMAIL:***[*admin@kirkbyhighschool.net*](mailto:admin@kirkbyhighschool.net)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | Kirkby High School |  |  |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** | |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** | |  |
| **Address:** |  | | | |
|  |  | | | |
| **POSTCODE:** |  | **Email:** |  | |
| **Telephone No:** |  | **Mobile No:** | |  |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT EMPLOYER AND JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **NOTICE PERIOD:** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. PREVIOUS WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Dates of employment** | | **Post(s) held** | **Reasons for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school?  *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | Yes / No |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

**10. Criminal convictions or cautions**

|  |  |
| --- | --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.  Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.  Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. | |
| Do you have any unspent criminal convictions, cautions or bind-overs?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1** | | | | | **REFEREE 2** | | | | |
|  | | | | |  | | | | |
| **TELEPHONE NO:** | |  | | | **TELEPHONE NO:** | |  | | |
| **EMAIL:** | |  | | | **EMAIL:** | |  | | |
| **Reference Type:**  (Please circle) | Employer | | Education | Character | **Reference Type:**  (Please circle) | Employer | | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | | | |

**12. FURTHER INFORMATION FOR CANDIDATES**

\* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

\* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

\* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:…………………………………………………………