

March 2018

Dear Applicant

**Re: IT Technician/ Support Analyst**

 **Contractual hours 37 hours per week**

**43 weeks per annum (39 weeks term time, plus 4 weeks during school holidays)**

**Grade BG3 SP 20 (FTE £19,430 gross per annum. £10.07 per hour)**

Thank you for your interest in working with us at St Peter’s School. I hope you find the following information useful. If you have any queries, please do not hesitate to contact Caroline Joy on 01202 421141 or email supportstaff@st-peters.bournemouth.sch.uk .

The role of IT Technician/ Support Analyst reporting to the IT Manager, is to provide an efficient and cost effective IT facility and support service to the school community. Working with the IT Manager the post holder will assist in the development of the IT and related facilities in line with new technologies and opportunities. The role will include occasional travel to the Primary School site.

St Peters is a Catholic school with a strong Christian ethos which underpins all we do. We are also an Academy, jointly sponsored by the Catholic Diocese of Portsmouth and the De La Salle Order – an international organisation which has been running schools for over 300 years.

The school consists of two sites, with Primary accommodated at Iford and Years 7 to 13 at Southbourne. It is a school with a tradition of success, oversubscribed every year and benefitting from a deservedly positive reputation in the local community. Relationships with families are affirming and constructive, with parents and carers keen to support the school and the children’s learning.

We seek individuals who are committed to comprehensive and inclusive education, to developing their practice through collaboration with colleagues and to delivering high standards and success through high expectations. We seek to appoint staff who are comfortable with the Catholic ethos of the school and able to support our core values.

If this describes you, please read through the documentation on our website and should you wish to apply, please complete the **Associate Staff** application form and return it with the Recruitment Monitoring form and a hand written letter of application to the Southbourne address for the attention of Caroline Joy or alternatively email to supportstaff@st-peters.bournemouth.sch.uk . **The closing date for applications is: Midday on Monday 16th April 2018**.

**Interviews will be held week on Thursday 19th April 2018**. If, you do not receive a telephone call from us inviting you for an interview by Wednesday 18th April 2018, please assume that on this occasion your application was not successful. However, I would like to thank you for your interest in St Peter’s School.

I look forward to receiving your application.

Yours sincerely



Mr D J Todd

Headteacher