



SAINT BEDE'S CATHOLIC HIGH SCHOOL

JOB APPLICATION PACK

APPRENTICE ICT TECHNICIAN

All Year / Full Time*

(*£16,591 at age 18-20 / £22,071 at age 21+)



Fons Sapientiae - Fount of Wisdom



APPLICATION PACK OVERVIEW

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MISSION STATEMENT

'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, in which all our pupils can receive a broad and balanced Catholic formation, so they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith and unite as a community in celebration of our distinct Catholic identity.

We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to know, love and serve God in his or her own way.

HEADTEACHER'S WELCOME

Thank you for expressing an interest in applying for the role of Apprentice ICT Technician at Saint Bede's Catholic High School.

As a Catholic school, within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development.

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

'At Saint Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the Saint Bede's family.'

Catholic Schools Inspectorate - March 2023

We are seeking to appoint a reliable, trustworthy and hardworking Apprentice ICT Technician. This is an exciting opportunity to start your career as a key member of our ICT support team. The successful candidate will be able to study for a Level 3 / Level 4 Apprenticeship whilst gaining invaluable hands-on experience in a busy and dynamic school environment. The successful candidate will provide a vital role in supporting our pupils, parents/carers and colleagues.

Potential candidates are very welcome to visit our school to meet our pupils and ICT team.

We look forward to receiving your application.

Yours sincerely,

Mr P Marsden
Headteacher



JOB DESCRIPTION

Salary: All Year / Full Time*
(*£16,591 at age 18-20 / £22,071 at age 21+)

Reporting to: Mr Marsden, Headteacher
Mr Rogers, Network Manager

Start Date: July 2024

MAIN PURPOSE

To support the use of ICT within the school environment through maintenance of ICT software, hardware and related IT equipment, by providing support to pupils, parents and colleagues to ensure administration and learning outcomes are maximised.

ROLE AND RESPONSIBILITIES

Key Duties (full training will be provided):

- To contribute to the effective delivery of student facing IT resources, working directly with the Network Manager and in collaboration with pupils and colleagues as necessary.
- To undertake the daily support of IT classrooms to ensure they are resourced and maintained in safe and effective working order and that Health and Safety requirements and risk assessments are complied with.
- To assist with the configuration, testing, support, maintenance and deployment of software within classrooms and provide on-going support and troubleshooting as needed.
- To configure, test, support and maintain a varied range of hardware including, but not limited to, desktops, laptops, printers and projectors within the school.
- To provide assistance and advice to staff and pupils within own levels of expertise, escalating queries and problems where relevant.
- To work as part of a small team and assist with the resolution of problems and obstacles with the delivery of resources and services where appropriate.
- To keep up to date with new and developing technologies and practice by carrying out simple investigations, sourcing information, reading electronic and hardcopy texts.
- To assist the Network Manager with the selection and introduction of new processes and developments, in response to the changing needs of the curriculum.
- Management and monitoring of hardware spares, ink and toner supplies and preparation of orders.
- To undertake continuous personal and professional development.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Assist the Network Manager in provide bespoke ICT training for staff and pupils when required
- Monitor and maintain stocks of ICT consumables.

JOB DESCRIPTION

Whole-school support:

- To fully engage in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To adhere to the confidential nature of issues related to pupils, parents and colleagues.

Equal Opportunities

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Attendance

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school.
- It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Safeguarding Commitment

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.

JOB SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment*
	E	D	
			A, I, T, R
Skills, Knowledge and Experience			
5 GCSE's A*-C (inc English Language and Maths) or equivalent	√		A, I, R
Relevant technical qualifications or relevant experience		√	A, I, R
Demonstrable record of extensive and successful experiences in the knowledge and skills in the areas listed below			
PC hardware maintenance and fault finding on desktops, laptops and printers.	√		A, I, R, T
Experience of working with Active Directory or similar.		√	A, I, R, T
Supporting virtualisation/application streaming technologies.		√	A, I, R, T
Configuring and troubleshooting mobile devices.		√	A, I, R
Good written and verbal communication skills	√		A, I, R, T
Deploying, configuring and managing Windows or similar.		√	A, I, R, T
Confident use of Microsoft 365 and Microsoft Office Suite or similar.		√	A, I, R, T
Experience of planning, typically weeks to months ahead		√	A, I, R
Experience of working in Education and an appreciation of the challenges involved in supporting teaching and learning.		√	A, I, R
Ability to apply knowledge and experience, sharing learning and experience with staff and pupils.		√	A, I, R
Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work.	√		A, I, R
Ability to analyse and impart data.	√		A, I, R
Ability to use email systems to a high standard.	√		A, I, R
Experience of school-based software e.g. SIMs and e-learning platforms		√	A, I
Personal Qualities			
Empathy and sensitivity to the needs of colleagues and pupils.	√		A, I, R
Good understanding of the importance of following policies and procedures demonstratable	√		A, I, R
Calm and organised under pressure.	√		A, I, R
Ability to work in an organised and methodical way.	√		A, I, R
Ability to maintain professional working relationships with colleagues in school and outside agencies.	√		A, I, R
Positive, flexible attitude to their work.	√		A, I, R
Positive recommendation from all referees, including current employer.	√		R
Good attendance and punctuality record.	√		R

HOW TO APPLY

To apply please submit the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form, using Calibri/Arial font size 11, and no more than two pages in length.

Completed CES Application Forms should be emailed to head@stbedeslytham.lancs.sch.uk or posted to:

**MR P MARSDEN, HEADTEACHER
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE,
FY8 4JL**

Please note that the closing date for applications is **Monday 24th June 2024 at 12noon.**

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Visit to the school: If you would like to visit our school before applying, please contact Mrs Kelly, School Manager, on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

