



**CORPUS CHRISTI CATHOLIC HIGH SCHOOL**

Together in One Body

# ICT Technician / Senior ICT Technician **APPLICATION PACK**

# Welcome

I should like to extend to you a very warm welcome and thank you for expressing an interest in the post of ICT Technician / Senior ICT Technician.

Our vision for Corpus Christi Catholic High School is a vision of Catholic education at its best: an education of the highest quality that enables all children to thrive. We have a very strong Catholic ethos and a strong belief in the unique dignity and unique God-given potential of each individual child; not just the potential to achieve academic success, but the potential to flourish and grow in every way possible.

At Corpus Christi we promise to get to know our pupils exceptionally well and to do everything necessary to ensure that each individual child fulfils their potential. We want our parents to be able to say at the end of five years that they could not have chosen a better school for their child: because they attained the best possible examination results; because they grew in self-confidence; because they grew fully as a person and developed a profound respect for the dignity of other people; and because they grew in their faith.

We have exceptionally high expectations of our pupils in every aspect of their development. We insist on the highest standards of appearance and we expect our pupils to behave impeccably. Visitors to our school frequently comment on the warmth of the welcome that they receive from our pupils who have a well-deserved reputation for being extremely well mannered.

Our school motto 'Unum in Corpore Uno' or 'Together in One Body' reflects the importance that we attach to our school community: a community that provides the love, support, encouragement and advantage that children need in order to become the best that they can be. We are proud of our pupils and proud of our school.

*D. Hubbard*

**David Hubbard**  
**Headteacher**



# Letter to Applicant

Dear Applicant

Thank you for your interest in our recent advertisement for the post of ICT Technician / Senior ICT Technician at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

## Application

If you wish to apply, please email your application to Cath Wallace, Business Development Director at [cwallace@ccc.lancs.sch.uk](mailto:cwallace@ccc.lancs.sch.uk) or post your completed application form to our Headteacher Mr Hubbard at the address shown below. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

## Closing Date

Please ensure that your letter of application arrives before 12 noon on Monday 10 December 2018. We will not be able to accept applications received after the closing date.

## Shortlisting

Shortlisting for the post will take place shortly after the closing date. Shortlisted candidates will be informed by telephone and email. Details of the selection process will be sent out by email. If you have not been shortlisted we will inform you of this in writing shortly after an appointment has been made.

## Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place on Friday 14 December 2018.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post or you would like to make an informal visit prior to submitting your application, please contact me at [cwallace@ccc.lancs.sch.uk](mailto:cwallace@ccc.lancs.sch.uk).

We look forward to receiving your application.

We look forward to receiving your application.

Yours sincerely



**Mrs C Wallace**  
**Business Development Director**

**Corpus Christi Catholic High School**  
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# Our School

The changes that have taken place at our school since new Headteacher David Hubbard took up post in April 2013, can only be described as transformational. Since Ofsted judged the school to have 'serious weaknesses' in April 2013, the pace of change has been rapid.

The Governors are seeking to appoint an ambitious, well-qualified and experienced ICT Technician/ Senior ICT Technician to be responsible for the day to day operational administration of the schools infrastructure and service provision including all aspects of ICT technical support in the school and the delegation of support tasks/work to junior personnel.

We are currently in the planning stages of moving our domain to Server 2016 and site wide rollout of windows 10, but this will be a new implementation and not an upgrade. The servers are mostly virtual currently running on VMware 6.5 and this too will be upgraded to version 7 as part of the upgrade process.

We are also in the process of migrating our ageing CCTV system to an IP based system and this is an ongoing process, as is the move to IP based telephony from analogue on a hybrid system.

Our long term strategy is centred on utilising cloud based storage and services to reduce costs and improve efficiency and access. We have an Office 365 tenant and we are in the starting stage of trialling Google Classroom and G Suite."

The successful applicant will have an interest in schools, extensive knowledge and understanding of the practical application of specialised IT processes and procedures, extensive working knowledge of networking and trouble shooting techniques and be passionate about helping to continue to develop our ICT provision for the benefit of the pupils and staff.



# Job Description

## Corpus Christi Catholic High School ICT Technician / Senior ICT Technician

### Required from ASAP

<b>Salary:</b>	5/6 (SCP 17-26 £18,762-£23,866) Salary dependent on experience
<b>Essential Qualification:</b>	Experience of working in ICT
<b>Hours:</b>	37 per week (full year)
<b>Responsible to:</b>	The Strategic Director of ICT

The Governors are seeking to appoint an ambitious, well-qualified and experienced ICT Technician/Senior ICT Technician who under the supervision of the Strategic Director of ICT will provide day to day operational administration of the schools infrastructure and service provision including all aspects of ICT technical support in the school and the delegation of support tasks/work to ICT technician(s).

The successful applicant will provide day to day operational support of the schools infrastructure and service provision including all aspects of ICT technical support in the school and the delegation of support tasks/work to junior ICT technician(s).

You will support the use of ICT within the school environment through maintenance of ICT software, hardware and related equipment, and providing support to staff and pupils to ensure administration and learning outcomes are maximised.

The IT services department within the school manages an estate of over 300 PC's, 200 iPads and 30 Macs as well as managing telephony, CCTV and facilities in our own conference centre. Our infrastructure is continually upgraded to ensure we are operating with the latest technologies and we have an excellent working environment.

We pride ourselves in the development and training of our IT staff, most of whom advance their careers within the IT Industry.

The person we are looking for to offer this opportunity to must have a desire to learn, to take on responsibility and eventually to train and lead others.

For an informal discussion, please contact Roy Morden on 01772779134



# Job Description

## **Core Expectations**

- Uphold the Catholic ethos of Corpus Christi Catholic High School.
- Be aware of the confidential nature of pastoral issues related to home, pupil, teacher and School.
- Work within School policies and procedures
- Attend staff training as appropriate
- Support the promotion of positive relationships with all stakeholders and the wider community

## **Core Duties – General**

- Maintain a comprehensive database of all support requests (helpdesk)
- Direct the work of junior staff providing technical support to staff and pupils
- Ensure data stored on the system is current and out of date data is archived
- All aspects of hardware and software including installation, operation, upgrades, repair and replacement
- Monitor student and staff internet usage, add filters where necessary and report as appropriate in line with school policy (e-safety in particular).
- Ensure successful backups and regular testing for DRP purposes.
- Work with 3rd party support companies to ensure peak operational efficiency.
- Test and manage software and Operating System updates
- Maintain the asset register
- Manage the schools mobile devices
- To attend key events such as, Open Evening and Presentation Evening and other events as may be required.
- To participate fully in the school's performance management process. To demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- To undertake other duties determined by the Strategic Director of ICT commensurate with the grade.

## **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.

## **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Note:**

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

# Person Specification

## Appointment of Marketing & Communications Officer: Criteria for Selection

**A = application    I = interview    E = essential    D = desirable    R = reference**

<b>Personal attributes required</b> (in the basis of the job description)	<b>E</b>	<b>D</b>
<b>Qualifications</b>		
• Experience of working in ICT	✓	
• Recognised Computing qualification (Academic or Vendor)		✓
• Level 3 or above related qualification (HNC/D/Foundation degree/Degree)		✓
• Recognised industry qualifications (CompTIA/Microsoft/Cisco/VMWare/ITIL)		✓
<b>Experience</b>		
• Experience as an ICT technician	✓	
• Experience troubleshooting Windows 7 and 10	✓	
• Deploying Windows technologies (WDS2016/2012)		✓
• Managing and supporting users and devices in a Microsoft Domain	✓	
• Supporting and configuring an Office 365 environment		✓
• Administering wireless networks (Meru)		✓
• Supporting a MIS (SIMS)		✓
• Configuration and troubleshooting mobile devices		✓
• Experience of configuring PARS		✓
• Experience of working in Education and an appreciation of the challenges involved in supporting teaching and learning		✓



# Person Specification

Personal attributes required (in the basis of the job description)	E	D
<b>Interpersonal</b>		
• Able to work as part of a team	✓	
• Ability to co-ordinate own effort with that of others so the work is completed effectively in line with team objectives.	✓	
• 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.	✓	
• Ability to operate independently and manage own workload	✓	
<b>Other Requirements</b>		
Commitment to undertake in-service development	✓	
Commitment to undertake safeguarding and protecting the welfare of children and young people	✓	
Knowledge of the concept of confidentiality	✓	

You must be able to demonstrate through your references that you have a satisfactory health and attendance record.

**Note:** All appointments are subject to satisfactory references, health checks and DBS clearance.

