



Hazelwood School

Information Communication Technician Apprenticeship (Level 3)

Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

Our School

We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: www.hazelwoodschool.co.uk.

Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



Employee Benefits

- Free lunch
- Onsite parking
- CPD
- Pension
- Use of staff gym
- Swimming pool
- Fees discount
- Wellbeing Hub
- Access to the Employee Assistance programme
- Apprenticeship Funding

ICT Apprentice

Hazelwood School are keen to support a keen individual to complete their Level 3 apprenticeship in Information and Communication Technology at East Surrey College.

As well as attending college on day release, the School will support the individual to gain valuable workplace experience.

Introduction

The ICT Apprentice will provide general and routine ICT support to staff and pupils within the school, e.g. basic IT diagnosis and fix, undertaking routine maintenance of resources and equipment, support of common software packages used in the school and other general tasks as appropriate under the supervision/instruction of the Data Manager.

Key Roles and Responsibilities

- Learn to maintain an up-to-date and accurate database of school hardware and software.
- Learn and demonstrates the necessary skills and behaviours to securely operate across all platforms and areas of responsibilities in line with organisational guidance, legislation
- Learn to effectively operate a range of mobile devices including phones, laptops and Chromebooks and iPads.
- Learn to apply structured techniques to common and non-routine problems, testing methodologies and troubleshooting and analyses problems by selecting the digital appropriate tools and techniques in line with organisation guidance and to obtain the relevant logistical support as required
- Learn the working knowledge of a range of cabling and connectivity, the various types of antennas and wireless systems and IT test equipment
- Learn the importance of disaster recovery and how a disaster recovery plan works and support manager to maintain this.
- Learn to repair and maintain equipment and prepare routine equipment for use, under the



direction / instruction of others within strict time scales.

- Assist teaching staff with learning activities, ensuring pupils adhere to H&S regulations and instructions.
- Assist in the deployment of computer hardware and software around the school.

Health & Safety and other Policies

Be aware of and comply with policies and procedures relating health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.



Person Specification

The individual should be able to:

- Ideally have achieved GCSEs in English, Mathematics and an IT / computing subject or a relevant Level 2 Apprenticeship; other relevant qualifications and experience; or an aptitude test with a focus on IT skills.
- Limited technical knowledge, e.g. understand the basic PC and Software
- Aware of basic school structure, year groups and staffing structure.
- Some experience of using PCs and common desktop application software.
- Able to use a word processing package and simple spreadsheets, e.g. to maintain records of equipment and to log calls for ICT support.
- Able to use email and browse the web.
- Able to follow straightforward oral and written instructions.
- Able to maintain inventories of equipment and keep up-to-date and accurate records.
- Able to identify straightforward solutions to simple problems.
- Able to communicate straightforward verbal and written information in a clear and accurate manner, e.g. pass on a message, complete a simple form.
- Able to keep simple records.
- Able to lift and handle ICT equipment as required, including assisting with receiving and storing deliveries of new equipment
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with School policy



Conditions

This is a term time plus 6 weeks role (40 weeks plus 5.6 weeks annual leave – 45.6 paid weeks). The working hours will be Monday – Friday 40 hours per week 8am to 5pm (one day as day release)

The annual salary for the role is £17960.52 (Pro rata £15750)

This is a fixed term contract for the duration of the Apprenticeship Programme (18 months)

The successful applicant will receive dedicated support to complete their Level 3 Information Communication Technician apprenticeship through a mix of day release at East Surrey College, and on-site work experience.

Hazelwood School is committed to Child Protection and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work.

Application Process

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Applications

- Application forms can be found on TES and should be sent to recruitment@hazelwoodschool.com or posted to the school.
- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates

- Closing Date: Sunday 31st March 2024
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on recruitment@hazelwoodschool.com.

Apprenticeship programme is delivered by East Surrey College on day release, for more information [Apprenticeship Programme](#)

Hazelwood School Competencies

Building Relationships

To foster and promote positive, trusting, and professional relations within and beyond the school community.

Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

Big Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

