



PROUD TO MAKE SUCCESS HAPPEN



ICT Apprentice Applicant Pack

Dear Applicant,

Thank you for your interest in working at Uxbridge High School. I would like to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying to join an exemplary and highly energetic staff team that has moved the school into a very strong position both locally and nationally. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors, and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

I would recommend that you spend time reading our most recent Ofsted report, which can be viewed here: [Ofsted report](#). The inspection report confirmed that there has been no change to this school's overall judgement of good as a result of this ungraded (section 8) inspection. However, the evidence gathered suggests that the inspection grade might be outstanding if a graded (section 5) inspection were carried out now. The report confirms our significant strengths in all areas of leadership, teaching, personal development, and outcomes. We are particularly proud of our broad and ambitious curriculum, which prepares our students well for GCSE and A-Level study.

The current leadership team has embedded a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our lead practitioner team (LPT) lead on numerous initiatives to support this, for example, developing and supporting leadership of teaching at all levels. An extensive and rich CPD programme is highly valued by staff at all levels.

Our determination to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to the school, allows our students to compete in a national context. This is one of the school's biggest challenges and one to which we apply a systematic, whole school focus, linked to a curriculum that is innovative, exciting, and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways to ensure a rich and well referenced learning experience for all our students, whilst balancing the need to do the best for our students.

Our sixth form provision is exceptional with a broad and exciting post-16 curriculum. We are highly successful in preparing students for a wide range of university, apprenticeship, and workplace destinations.

As Principal, I operate with an authentic and distributive leadership style. To support this, I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude. We seek teachers and leaders who are able and keen to achieve excellence across the school.

The successful candidate will demonstrate their unrelenting energy and drive that will continue to allow Uxbridge High School to be a school that can guarantee to maximise student progress, achievement, and opportunity through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to join us, then I look forward to hearing from you further.

Louisa Seymour, Principal



The Role

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially, and emotionally. We have much to celebrate including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors, and a thriving sixth form. As a truly comprehensive and multicultural school that reflects life in modern Britain, we value the successes of every child, whatever their starting point.

We are seeking to appoint an ICT Technician (Apprentice) who will assist the ICT Network Manager and the Senior ICT Technician in providing technical support to our staff and students and ensure that the school's ICT network functions efficiently and effectively to meet the needs of all users and to support teaching and learning. This role will be working within an accredited Apprenticeship framework.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Please take the time to view our website (www.uhs.org.uk) before making an application. This gives a fantastic insight into the life of the school.

We would welcome applications from exceptional people who can make an integral contribution to Uxbridge High School.



Closing Date: Tuesday 30th April 2024

Contract: Permanent, Part time

Salary: £13,000 pa, apprentice pay scale

How to Apply:

Via Uxbridge College website: Vacancy Search - HRUC Apprenticeships & Skills (hcuc.ac.uk)

<https://hcuc.enrola.co.uk/opportunity/63f3a90a55514>

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

“To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school.”

Mariam Razaie – Year 7



Job Description

Responsible to: ICT Network Manager, Leadership Line Manager

Overview of role expectations

To be responsible for and assist in technical support of Information and Communications Technology (ICT) within the school, in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager/ICT Network Manager.

Responsibilities and Tasks

- To ensure that all networks within the school operate efficiently and effectively. To assist and liaise with external organisations as required to achieve this.
- To acquire and maintain a basic understanding of the installation and operation of the hardware and software provided for all purposes in the school.
- To undertake appropriate technical and professional training related to your responsibilities.
- To be familiar with and use as necessary software i.e., Microsoft operating systems, Office applications and PC hardware.
- To be aware of and comply with the need for strict confidentiality and security of all ICT systems and personal records and to be aware of and comply with all relevant legislation.
- To maintain ICT suites and classroom PCs in terms of hardware and cleanliness. To assist with the maintenance, repair and upkeep of hardware or equipment as required, ensuring all systems within the school function efficiently.
- To offer staff and student support in providing induction to staff on new systems or software and advice as required.
- To assist in developing and maintaining an ICT equipment register to provide a detailed analysis of equipment.
- In absence of the Network Manager, confidently to maintain and support the school's servers and networked systems.
- To set up areas of the school for assemblies, meetings, etc. when required, with particular responsibility for the Main Hall and the Lancaster Building.
- To support out of hours school events with audio and video technology.
- To complete or assist with administrative tasks relating to your general duties.

In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with students and staff. You will work under the reasonable direction of the ICT Network Manager / Leadership Team line manager / Principal.

Person Specification

Qualifications / Education / Training

- Educated to at least GCSE standard or equivalent, with a minimum C grade in Mathematics and English.

Experience

- Experience of PC based hardware (fault finding and upgrades to desktop computers, iPads, and laptops). *
- Experience of Windows 2016 & 2019 server (build and maintenance). *
- Experience of Windows 10 operating system (installation and maintenance). *
- Experience of Office 365 applications.
- Experience of updating and maintaining websites. *
- Experience of supporting user in the use of ICT. *

Skills, knowledge, and abilities

- All round ICT skills.
- Ability to organise effectively.
- Ability to work alone at times to ensure equipment is ready and working for lessons.
- Physically fit and able to lift computers, printers, etc.
- Ability to troubleshoot Microsoft Operating System based networks and have knowledge of tools available to help accomplish this (AD, DHCP, DNS, etc). *
- Evidence of ability to learn new operating systems. *
- Proven technical ability (NVQ or equivalent). *
- Logical approach to problem solving.

Equal opportunities

- Commitment to equal opportunities and inclusion. *
- Ability to promote and support the school's Equality and Diversity Policy. *

Disposition

- Flexibility, resourcefulness, and commitment to Uxbridge High School, understanding collective responsibility.
- Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.

- To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
- To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.
- Demonstrate a diligent, "can do" attitude.
- To be punctual and an effective team member supporting ICT throughout the school.
- Energetic and enthusiastic, with a naturally positive and calm outlook.
- A willingness to commit time to extra-curricular activities and flexible approach to working outside normal hours when requested.

** Desirable*



PROUD TO MAKE SUCCESS HAPPEN

Our Vision

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

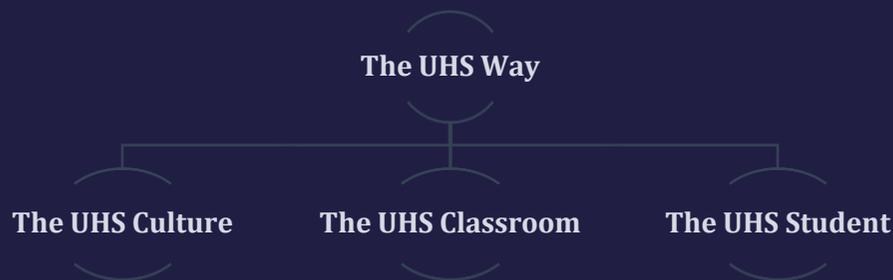
POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.



Further Information

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our website and social media

You can find out more about our work by looking at our public profile. Our website uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- twitter.com/UHSPrincipal
- twitter.com/uhs_VAPA
- twitter.com/UHSPE
- instagram.com/uxbridgehigh

We also have a LinkedIn page, giving updates and current vacancies: linkedin.com/company/uxbridgehighschool/

Our location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.



Humanities
English
ICT
The Dome

LANGSTON BUILDING