

Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526
email info@jackhunt.net
website ~ www.jackhunt.net

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH

Group 8 (11-18), Roll 1766 (206 in Sixth Form)

"A securely good school" – Ofsted January 2017

APPRENTICE IT TECHNICIAN

We require an Apprentice as soon as possible to join a successful IT support team providing the first and second line technical support to staff and students.

As part of the apprenticeship, the successful candidate will study a Level 3 Infrastructure Technician course and attend Peterborough Regional College, one day a week for structured training.

The successful candidate will have experience of Windows Desktop Operating Systems, be a competent problem solver, be able to communicate effectively at all levels and have a strong understanding of customer service principles.

Hours are 37 hours per week, 52 weeks per year on an 18 month apprenticeship contract. Salary will be paid at the appropriate National Minimum wage for apprentices.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

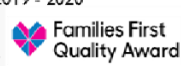
The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further details and how to apply are available on the Jack Hunt School website: www.jackhunt.net/careers

Closing date: Wednesday 11 December 2019 at 9.00 am



Our Head Prefect Team: 2019 - 2020



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College

Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 web: www.jackhunt.net email: info@jackhunt.net
 CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
 Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

Welcome Letter from the Headteachers

November/December 2019

Dear Applicant

Application for post as Apprentice IT Technician

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey
 Headteacher
 CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley
 Headteacher



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PETERBOROUGH KEYS ACADEMIES TRUST

JOB DESCRIPTION

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post: **Apprentice IT Technician Level 3**

Grade: **National Minimum Wage for Apprentices**

Contract: **18 month Level 3 Infrastructure Technician Apprentice**

Hours: **8.15 am to 4.15 pm Monday to Thursday,**
 8.15 am – 3.45 pm Friday
 37 hours per week, 52 weeks per year

Accountable to: **IT Servicess Manager**

Date reviewed: **December 2019**

Purpose of Job

To work within the IT support team to help the smooth running of all aspects of the computer network, providing first and second line support to staff and students of the school.

Main Duties

- Diagnosing and resolving technical issues
- Escalating IT issues to the IT Services Manager where necessary
- Setting up and configuring new laptops and desktops
- Installing authorised software
- Creating and administering user accounts
- Maintain IT hardware (Laptops, desktops and peripherals) as directed by the IT Services Manager.
- Installing printer consumables such as toner cartridges, fusers etc.
- Carry out daily ICT suite checks, checking PCs are switched on and working at the beginning of the day.
- Security marking and maintaining an inventory of equipment.
- Assisting the IT support team to deliver a first class service to the school community.
- Assistance with Tablets, Cameras, etc.
- Provide simple training to staff or students on standard computer applications.
- Participate in the school appraisal scheme for support staff.
- Take on additional responsibilities delegated by the IT Services Manager.

Training

- Throughout the Level 3 apprenticeship you will be expected to attend Peterborough Regional College on release for structured training.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



APPOINTMENT OF APPRENTICE IT TECHNICIAN

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We would like to appoint an Apprentice IT Technician on a Level 3 Infrastructure Technician Apprenticeship Scheme. The successful applicant will join a successful IT Support Team within a large secondary school providing 1st and 2nd line technical support to all staff and students in accordance with agreed performance standards.

Person Specification

Applicants will be judged against the following criteria:

Essential

- Having good communication skills, written and verbal.
- Being able to explain technical issues to non-technical users.
- Must work well in a team but still have the ability to work independently.
- Having an understanding of the following technologies:
 - Windows Desktop Operating Systems such as Windows 10 Professional.
 - Microsoft Office applications.
- Being able to work well under periods of pressure.
- Possessing excellent problem-solving abilities.
- Having an understanding of a 'customer focused' mind-set.
- Having a strong willingness to learn.
- Proactivity and ability and confidence to use own initiative.
- Possessing an eye for quality and high standards of work.
- Having the commitment and willingness to combine work with study through the apprenticeship by attending the Peterborough Regional College throughout the deployment.
- Having been awarded a minimum of five GCSEs at grade 'C' and above Including Maths, English and ICT (or equivalents).
- Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Desirable

- Previous experience in a technical support environment would be an advantage.
- Previous experience of working with children or young people would be of benefit.

The above desirable criteria are not prerequisites, as full training will be provided.



Pay and Conditions of Service

The successful applicants will be employed for 37 hours per week, 52 weeks per year.

Salary will be paid at the National Minimum Wage for Apprentices.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

The school has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Careers Page on our school website www.jackhunt.net/careers and click on the relevant post and then click on “apply now” button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page.

Closing date for the post is **Wednesday 11 December 2019 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application