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| Larkhill Road  Preston  PR1 4HD |  |

Tel: 01772 460181

Fax: 01772 204671

Email: [hr@cardinalnewman.ac.uk](mailto:hr@cardinalnewman.ac.uk)

Web: [www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk)

Dear Applicant

We are delighted that you are considering applying for the post of **IT Technician** to take up post as soon as possible.

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College and welcome colleagues and students into our community regardless of their religion or belief, ethnicity, gender, gender identity, age, disability, sexual orientation, marital or pregnancy status.

At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst the top four Colleges nationally for Value Added. We were awarded Beacon Status in 2010 and the College was awarded an ‘outstanding’ Inspection in May 2009. However, we are as proud of our students’ social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful.

If you meet the criteria of the post advertised and feel that you would enjoy working here and are suitably qualified and experienced, then we hope you will make an application to join us.

Completed application forms should be returned to the Human Resources Department (via email or post) by 8.00 am on 22nd October 2018. We do ask that you accept, in the interests of economy, that if you have not heard from us by the beginning of November 2018 that you have not been selected for interview on this occasion.

We will confirm receipt of all applications by email within one working day of receipt. Please call the HR team if you have not received a confirmation email by the closing date.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

Yours faithfully



Nick Burnham

**Principal**



**Mission Statement**

As a Catholic Sixth Form College, we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

**Values Statement**

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

* The individual student is central to all our endeavours
* The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect
* The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
* The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
* The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
* The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
* The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.

**IT Department – Background Information**

Network Services exist to develop and maintain a high quality learning environment for students and provide access to an exceptional computing and communications infrastructure. It is also vital that we provide dynamic support to both teachers, support staff and governors in order to facilitate a dependable working environment. In addition, we aim to deliver new applications as required and to facilitate user connectivity, locally and remotely.

The Network Services team currently consists of the IT and Development Manager, Steve Gray; Network Manager, Anthony Dickinson; two IT Technicians and a part-time Assistant IT Technician.

Network Services are responsible for:

• Logon Account Creation

• ID card creation/administration

• E-mail

• Internet

• Print

• Telecommunications

• Data Storage

• Wireless

• Hardware

• Software

• Helpdesk

• Door Access

• VLE

• Server Support

Network Services operates an IT helpdesk for users (staff/student) to log requests and faults. The calls are logged and graded in order of importance and assigned to the relevant team member. Network Services also provides individual staff training to users who require further assistance in using ICT at the college.



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**Job Description**

**Post Title:** IT Technician

**Responsible to:** Network Manager

**Purpose of Post:** To assist Network Services to provide an effective, reliable network to all users, to support learners and staff by providing a high quality service

**Main Duties and Responsibilities:**

* Log, co-ordinate and track requests on the college’s helpdesk system.
* Maintain inventory of equipment logged centrally on the college's audit system.
* Liaise and advise the college community about existing and new systems available.
* Produce instructional documentation to aid the college community.
* Monitor and maintain the college Network infrastructure.
* Monitor and maintain the college Server farm.
* Assist with the disaster recovery strategy. (Backups, restores, backup integrity tests)
* Monitor and maintain the college wireless networks.
* Monitor and maintain the college telephony system.
* Manage and maintain Active Directory user structure.
* Install and configure equipment and software applications.
* Monitor and maintain college computer equipment. (PC’s, IMacs, Laptops, Tablets, MFD’s, Scanners)
* Ensure all college devices are up to date with security patches and have anti-virus software installed.
* Manage the contents of the main college website when required.
* Provide assistance to the Estates department with the BMS and CCTV systems.
* Support the E-Learning team.
* Liaise with external contractors regarding installations and monitoring of current systems.

(Capita, Cintra, Alert, Symmetry)

* To follow all College policies and procedures and work in accordance with the college’s Health & Safety, Equality and Diversity and Safeguarding Policies

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**PERSON SPECIFICATION**

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| **All staff must make a positive contribution to:**   * the Catholic ethos of the College and its distinctive nature; * the College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures; * the pursuit of excellence and the highest standards of quality in all aspects of College life; * their own professional development, in accordance with the needs of the College. | | |
|  | **Essential** | **Desirable** |
| **Relevant experience** | * Experience of supporting the IT needs of others at a variety of levels in a similar environment * Experience of using Active Directory * Experience of PC and other IT hardware fault finding * At least 2 years’ previous experience in a relevant role | * Experience of Cloud technologies – Office 365, Azure. * Experience of network infrastructure configuration * Experience of Skype for Business * Experience of Virtualization technologies including VMware. * Experience of Virtual Learning Environments (Moodle, SharePoint, Microsoft Teams, Google Classroom). * Experience of modern Server Operating systems. * Previous experience working in an educational setting |
| **Qualifications / Education and Training** | * Educated to level 4 or equivalent experience * 5 GCSE A\*- C which must include English and Maths at Grade A\* - C | * IT level 5 qualification |
| **Knowledge and Skills** | * Excellent knowledge and understanding of computer equipment * Proficient in the use of Microsoft Windows * Knowledge of Apple OS * Experience of using all modern operating systems * Ability to demonstrate practical knowledge and problem-solving strategies * Keep up to date with new developments in software and hardware * Have good interpersonal skills | * Understanding of network technology |
| **Personal qualities** | * Disclosure and Barring Service Clearance\* * Pre-employment Medical clearance\* * Provision of two references which are deemed as satisfactory to the Principal\* * The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK) * Be helpful and approachable * Have the ability to work in a team * Have the ability to work on his/her own initiative * Committed to equality and diversity * Committed to safeguarding |  |

\*Following an initial offer of appointment.

Cardinal Newman College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure

Clearance through the Disclosure and Barring Service. Please note candidates’ suitability to work with children will be explored at interview and confirmed through references for the appointee.

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**SUMMARY OF MAIN TERMS AND CONDITIONS**

**SUPPORT STAFF**

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| **Salary** | The post will be paid on the Sixth Form Colleges’ Support Staff Pay Spine Points 28 - 32 Pro rata to £22,490 to £25,445 per annum. |
| **Payment of salary** | Your salary will be paid by BACs transfer into your bank account on the last banking day of the month (except at Christmas when payment is made before the holiday) |
| **Pension Scheme** | You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at [www.lancs-pensions.org.uk](http://www.lancs-pensions.org.uk) |
| **Working Hours** | 37 hours per week for 52 weeks – starting and finishing times arranged within the department |
| **Holidays** | Holiday entitlement is pro rata to 22 days annual leave plus 8 statutory and 4 concessionary days. After 5 years’ continuous services the annual leave entitlement increases to pro rata to 25 days annual leave. |
| **DBS Clearance** | This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks. |

**About Cardinal Newman College**

Based in the heart of Preston city centre, Cardinal Newman College is a Catholic Sixth Form College. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. The College also offers a Foundation Learning course for young people with specific learning needs. In addition to the 16-18 provision, Cardinal Newman also offers a range of University courses, including Foundation Degrees in Teaching and Learning Support and Early Years, as well as the School Direct Programme, offering Initial Teacher Training for graduates looking to get into teaching.

Cardinal Newman College is the post-16 provider for the Newman Partnership, a working group consisting of the College and ten Catholic Partner High Schools. The location of these schools demonstrates the wide area from which the College draws a significant proportion of its full time 16–18 learners. Because of its distinctive ethos, its reputation, the levels of achievement, the support the College offers students and its provision of high quality courses, Cardinal Newman College is an attractive option for learners who attend other high schools in Preston and the surrounding area as well. Year-on-year applications from these schools have increased significantly.

**An Outstanding College**

The latest Ofsted Inspection in the summer of 2009 graded all areas of the College as ‘outstanding’. It confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their (high) target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year, the vast majority of the College’s students, progress to Higher Education with almost 40% of those taking up places at Russell Group Universities.

**Our Community**

Links with the local and Catholic partner high schools are very strong. The Principal meets regularly with Head Teachers and the Newman Partnership Head Teachers meet to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Lancaster are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Foundation Learning students; Health and Social Care students; the Medical Society and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college’s commitment to ‘valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search’.

**College Facilities**

At Cardinal Newman College, we are blessed with wonderful surroundings for our students to work, learn and relax in. The College contains *Lark Hill House*, which was built in 1797 as a private house for Samuel Horrocks, a cotton manufacturer and later Mayor and [Member of Parliament](http://en.wikipedia.org/wiki/Member_of_Parliament) for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967 from other local Catholic Secondary Schools. It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman.

Over the past few years the College has embarked on an extensive redevelopment programme with approximately £16 million worth of investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and the St Augustine’s Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities. 2015 saw the addition of yet another new building in the form of St Francis, which is home to new classrooms for Sociology and Maths, as well as Open Learning Centres, Seminar rooms and a Mango Bean Coffee shop.

A further addition to the College’s already outstanding facilities, in the form of a brand new state-of-the-art gym in the St Augustine building, opened in October 2016. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine’s building. This site also added a new modular building within its grounds, where RE lessons are now delivered from the eight classrooms it has provided.

**Staff at Cardinal Newman College**

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman’s curricular and pastoral offer to its students.

**What our staff say about working at Cardinal Newman College**

Over the last five years staff have been asked to take part in an annual staff survey. The college’s score, as determined by staff, has improved year on year and we are pleased that the scores for all areas (culture, demands, control, relationships, change, role, support, personal wellbeing and work-life balance) places the college at or above the top 10% of employers who take part in the same survey.

**What our students say about Cardinal Newman College**

**Name: David Corr**

**Previous School: Astley Park**

**Programme of Study: Foundation Learning**

“I wanted to come to Newman because my brother came here and I had heard good things about the course from people I know who were already studying it. I like meeting old friends and making new ones as well as being challenged by my work. I have lots of fun making clubs at lunchtime so that me and my friends can do things that we enjoy like dancing!”

**Name: Adil Lakha**

**Previous School: Archbishop Temple**

**Programme of Study: A Levels in Biology, Chemistry, Maths and Physics**

“There are plenty of excellent enrichment opportunities available at Newman where you can stretch yourself beyond the standard course syllabus. All of my teachers have been enthusiastic and engaging and they are always willing to give me extra help outside of my lessons. I have really enjoyed my subjects and I have met some great friends here at Newman.”

**Name: Henna Reddy**

**Previous School: Westholme**

**Programme of Study: A Levels in Biology, Chemistry and Maths**

“Newman has opened my eyes to lots of opportunities and has allowed me to grow so much as a person, both academically and socially. I’ve had the chance to meet so many different people and the teaching here is excellent.”



**Name: Ella Shaw**

**Previous School: Leyland St Mary’s**

**Programme of Study: A Levels in French, Spanish, English Literature**

“I have been able to develop my own interests and I have loved the independence that college has given me. Newman is definitely an amazing College and you feel part of something when you’re here. There hasn’t been a day where I have regretted coming to Newman, it’s everything I hoped College would be.”

**Name: Abbie Lund**

**Previous School: Clitheroe Royal Grammar School**

**Programme of Study: A Levels in Maths, Physics and Further Maths**

“I decided to come to Newman because I wanted a change of scene and the chance to meet new people. Throughout my two years here I have always been encouraged to excel. When choosing which college to attend, make sure to go somewhere you feel comfortable and choose subjects you enjoy, success comes a lot more easily when you’re happy!”

**Isabella Raven**

**Previous School: Broughton**

**Programme of Study: Religious Studies, Philosophy, English Literature and EPQ**

“I felt that coming to Newman would be a big step up from high school but Newman has made the transition much easier. You have a lot more independence when you come to College but the teachers are really supportive and welcoming. They will help you whenever you need it, but also push you to achieve your best. Newman has changed my life!”



**Temiloluwa Onilogbo**

**Previous School: Lancaster Royal Grammar**

**Programme of Study: A Levels in Maths, Chemistry, Physics and French**

“The most important thing is picking courses that interest you and if a College you like has these subjects; go for it! For me, Newman has been a great step up from High School. You can meet people from all over Lancashire, who are actually interested in the subjects that they take, creating a welcoming learning environment.”

**Matthew Holden**

**Previous School: Holy Cross**

**Programme of Study: A Levels in Economics, Modern World History, English Literature & Business Studies**

“After researching local colleges and attending several open days, I was impressed by Newman’s facilities and friendly atmosphere. Their reputation as a brilliant college and their position in Sixth Form College League Tables also helped me decide that Newman was the right college for me.”

**Privacy Notice – Job Applications**

As part of any recruitment process, Cardinal Newman College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

The College collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

The College may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

**Why does the College process personal data?**

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the College’s legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College’s commitment to equality and diversity as well as its public duty under the Equality Act.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does the College protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the College keep data?**

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the College to change incorrect or incomplete data;
* require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [dataprotection@cardinalnewman.ac.uk](mailto:dataprotection@cardinalnewman.ac.uk)

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

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