



ICT Technician

Recruitment Pack

Hawkley Hall High School



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the ICT Technician position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Charlotte Walsh on 01942 204640 or email c.walsh1@hhhs.net.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr M Klinck
Headteacher

Hawley Hall High School



Hawley Hall High School

Hawley Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1165 students.

In April 2018 we became the lead school of the Greater Manchester Science Learning Partnership, part of the DfE funded national network STEM Learning, and in February 2019 the school received a very positive Ofsted inspection and was graded as good in all areas.

We see successful education as a partnership between parents, students and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters and the school planner contributing to a continuing dialogue about the education we provide for our children.

The school is situated in the south western part of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises eight schools: three high schools, an all-through alternative provision academy and four primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension
(Teachers Pension or Local Government)

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



Job Description

ICT TECHNICIAN

| | |
|-------------|---|
| Reports to: | Senior IT Technician and the Deputy Head |
| Location: | Hawley Hall High School, Carr Lane, Wigan, WN3 5NY |
| Salary: | G5, scale points 8-14 Actual salary: £20,493 – £23,080 |
| Hours: | 37 hours per week, Full Year |

Overall purpose of post

- Under the reasonable direction of the Headteacher/Senior staff, carry out the professional duties in line with the job profile.
- Provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.
- Support the aims and objectives of the school.

The successful candidate must hold a full UK driving licence and be able to provide own transport to other sites (travel expenses will be reimbursed). This role will involve working with a number of other educational establishments across the Trust.

Support for Students and the Curriculum

- Perform routine fault repairs of software and hardware
- Perform network fault-finding and diagnosis as required
- Install new software and peripherals as required
- Install and maintain software and hardware as required
- Manage and maintain adequate stock levels of consumables
- Monitor and prioritise IT helpdesk tickets
- Help teaching and support staff with advice regarding software and hardware as required
- Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / curriculum
- Maintain accurate records and documentation as requested
- Liaise with third-party support providers as appropriate
- Investigate and research new technologies, hardware and software and assist in implementation
- Deliver training to teaching and support staff in the use of school systems
- Support the remote learning provision in school

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required

Person Specification

Essential

- Level 3 or higher qualification in an IT-related subject
- GCSE grade C or above (or equivalent) in English and Maths
- Full UK driving licence
- Experience of working in a busy IT Support Environment
- Experience of server management
- Knowledge of different methods of supporting end users
- Knowledge of basic PC Hardware/Software & Network Systems/Printers
- Knowledge of Active Directory, Server 2018, Windows 10 etc.
- Must enjoy seeing jobs through to completion
- Must be able to work on own initiative, and to specific deadlines
- Excellent communication skills
- Positive attitude
- Patience and determination
- Be able to work with and around staff and students in a school setting
- Flexibility
- An empathy with children
- Approachability
- The ability to organise workload
- The ability to work without direct supervision
- The ability to work as a member of a team
- The ability to maintain confidentiality
- Excellent attendance and punctuality record

Desirable

- Previous experience of working in an education establishment
- Degree-level qualification in an IT-related subject
- Experience of working in a school environment
- Experience of administering an Office 365 environment
- Experience of working with WordPress
- Experience of working with Microsoft group policies
- Experience of working with Apple technologies (iPods, iPads, iMacs etc.)
- Knowledge of imaging and software deployment techniques (SCCM, Intune etc.)

How to Apply

Please submit the enclosed application form and a supporting statement of no more than one side of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to cwalsh1@hhhs.net

Closing Date: Sunday 14th August at 11:59pm





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE,

WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

| | | | |
|--------------------------|-------------------------|-----------------|--|
| Post Applied For: | | | |
| School: | Hawley Hall High School | | |
| As advertised in: | | On date: | |

2. PERSONAL DETAILS

| | | | |
|-----------------------------|--|-------------------------------------|--|
| SURNAME: | | FORENAME: | |
| TITLE: (Optional) | | Date of Birth: (Optional) | |
| Address: | | | |
| | | | |
| POSTCODE: | | Email: | |
| Telephone No: | | Mobile No: | |
| Email: | | DfE No: | |



3. CURRENT POST

| | | | |
|---|--|----------------|--|
| SCHOOL/SERVICE: | | | |
| LOCAL EDUCATION AUTHORITY: | | | |
| JOB TITLE: | | | |
| DATE OF APPOINTMENT: | | SALARY: | |
| TLR/ Recruitment and Retention Allowance (please specify as applicable) | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| | | | |
| Reason for this application | | | |

4. PREVIOUS TEACHING EXPERIENCE

| Name of school, type of school and number on roll | Dates of employment | | Post(s) held indicating salary points / allowances | Reasons for leaving |
|---|---------------------|----|--|---------------------|
| | From | To | | |
| | | | | |



5. OTHER RELEVANT WORK EXPERIENCE

| Post | Dates | | Employer | Grade/Salary | Reason for Leaving |
|------|-------|----|----------|--------------|--------------------|
| | From | To | | | |
| | | | | | |

6. GENERAL EDUCATION

| School | From | To | Qualifications – Grades, awarding bodies and dates |
|--------|------|----|--|
| | | | |



7. FURTHER AND HIGHER EDUCATION

| Name of College/ University | From | To | Qualifications – Grades, awarding bodies & dates |
|-----------------------------|------|----|--|
| | | | |

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

| |
|--|
| |
|--|

9. ADDITIONAL INFORMATION

| | |
|---|----------|
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i> | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i> | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i> | Yes / No |
| Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i> | Yes / No |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. | |



10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

| | |
|---|-----------------|
| <p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".</p> | <p>Yes / No</p> |
|---|-----------------|

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

| REFEREE 1 | | | | REFEREE 2 | | | |
|---|----------|-----------|-----------|------------------------------------|----------|-----------|-----------|
| | | | | | | | |
| TELEPHONE NO: | | | | TELEPHONE NO: | | | |
| EMAIL: | | | | EMAIL: | | | |
| Reference Type: (Please circle) | Employer | Education | Character | Reference Type: (Please circle) | Employer | Education | Character |
| <p>Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.</p> | | | | | | | |



12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

