



ICT ASSISTANT APPRENTICE

Achieving a Level 3 ICT Support Technician qualification

GRADE: Apprentice

ACTUAL SALARY: £12,347 per annum

Contract: 37 hours per week, 52 weeks per year

Start Date: ASAP

CANDIDATE INFORMATION PACK





What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The ICT Assistant Apprentice position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an enthusiastic individual with a passion for technology and natural problem-solving skills as an ICT Assistant Apprentice. This opportunity will give you the chance to develop your knowledge, skills and gain experience in an ICT role while completing a Level 3 ICT Support Technician qualification.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Deb Dolman, School Business Manager on 01283 247580, via email to ddolman@fountains.staffs.sch.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



The advertisement

Job Title: ICT Assistant Apprentice

Location: Fountains High School, Bitham Lane, Stretton, Burton on Trent, DE13 0HB

Grade/Scale: Apprentice, Actual Salary £12,347 per annum for the first year

Start date: ASAP

Contract: 37 hours per week, 52 weeks per year, fixed term to apprenticeship end date

Esteem Multi-Academy Trust currently comprises of thirteen academies throughout Derbyshire, Nottinghamshire, Derby City, and east Staffordshire.

We are looking for an enthusiastic individual with a passion for technology and natural problem-solving skills to join our team at a very exciting time. If you're looking to kick-start your ICT career then look no further, we have the perfect opportunity for you.

This opportunity will give you the chance to develop your knowledge, skills and gain experience in an IT role while completing a Level 3 ICT Support Technician qualification.

The successful candidate will report to the ICT Manager and will provide ICT support to the school via the helpdesk. Desired Qualities, Skills, and Knowledge are Grade 4/C in Maths or Level 2 Functional Skills is essential for this role, to be an excellent communicator and have a clear passion for ICT and technology.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

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Closing date for applications: 14 June 2024 (23:59)

Interview date: 18 June 2024

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: ICT Assistant Apprentice Esteem Multi-Academy Trust

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| Post Title: | ICT Assistant Apprentice |
| Location: | Fountains High School, Bitham Lane, Stretton, Burton on Trent, DE13 0HB |
| Purpose: | <ul style="list-style-type: none"> To work under the direction and instruction of senior staff to support the school's computer systems, applications and associated hardware. |
| Reporting to: | ICT Manager |
| Responsible for: | <ul style="list-style-type: none"> ICT Help Desk support ICT Support throughout the School Other ICT needs as required |
| Liaising with: | ICT Team including Trust ICT Team School Business Manager |
| Working Time: | 37 hours per week, 52 weeks per year |
| Salary/Grade: | Grade: Apprentice Actual Salary £12,347 per annum for first year |
| Disclosure level | Enhanced |
| PRINCIPLE RESPONSIBILITIES | |
| To achieve the above | <ul style="list-style-type: none"> To support all staff and students in the use of information technology To spend time in the school to help maintain the ICT equipment To respond to callouts from staff To carry out basic electrical testing of computer and audio-visual equipment in accordance with Health and Safety requirements To carry out routine maintenance and repair of computer and audio-visual equipment, including replacement of consumables and cleaning To help with the installation of data projectors, computers, peripherals and software To assist with the training of staff in the use of ICT To respond positively to changes in the ICT development for the benefit of the school To help maintain internet facilities and other learning technologies for curriculum use To produce and present support materials for staff and students To assist the ICT technician |
| Other Generic Responsibilities: | |
| <ul style="list-style-type: none"> Represent and promote the ethos and values of Esteem Multi-Academy Trust To take and be accountable for all decisions made within the parameters of the job description Participate with performance management and training and activities that contribute to personal and professional development | |

- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to 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

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: ICT Assistant Apprentice Esteem Multi-Academy Trust

| QUALIFICATIONS AND EXPERIENCE | | |
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| Essential | | <ul style="list-style-type: none"> • Good understanding of numeracy/literacy skills. • Participate in development and training opportunities. • Willingness to undertake ICT Level 3 Apprenticeship • Passion for technology and natural problem-solving skills • GCSE Maths C/4 or above |
| Desirable | | <ul style="list-style-type: none"> • Experience of working in a school / academy environment • Experience of providing ICT solutions in a SEND context |
| KNOWLEDGE AND ABILITIES | | |
| Essential | | <ul style="list-style-type: none"> • The ability to communicate complex technical issues simply and effectively to a diverse range of audiences • The ability to work effectively with, relate to and earn the trust of support staff, teaching staff, senior management and young people • A team player • Good time management and organisational skills • Able to work under pressure and meet deadlines • Good practical ICT skills with underpinning knowledge and understanding • Customer focussed • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service • Demonstrates a “can-do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change • Acts with pace and urgency, being energetic, enthusiastic and decisive • Has the ability to learn from experience and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills |
| Desirable | | <ul style="list-style-type: none"> • Knowledge of school-based ICT systems and infrastructure • Knowledge of hardware and software that can improve SEND teaching and learning |

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Applications are completed online via our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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