

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Information & Communications Technology (ICT) Technician

To assist the ICT Support Team within the school.

SALARY

SCP 7-11
(£20,092 - £21,748)

We would like to appoint a bright, capable individual to join our team, with a strong team player ethos and a passionate work ethic.

TERM/ HOURS

8.00am - 4.30pm - 37
hours per week - Full Time.
All year round.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students

CLOSING DATE

8am Monday 7th February
2022



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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GRAMMAR SCHOOL

ICT Technician

Department Information

We are part of a vibrant and successful school, the ICT team have a proactive approach to delivering a high quality service to our clients (staff and students alike). We are a fast-learning, quick reaction department, specialising in solving end user needs as soon as possible with the understanding that underpinning teaching and learning is our priority.

We would like to appoint a bright, capable individual to join our team, with a strong team player ethos and a passionate work ethic.

The successful candidate will have the opportunity to be an important contributor to the growth of a forward looking, dynamic business.

There is an expectation that on occasions the post holder will be required to work outside of their normal working day, for example to support the team and the school during open evenings and other such events. A degree of flexibility will be required of the post holder.

Responsibilities:

- Action support requests that come in by helpdesk and telephone
- Provide first line technical support to clients
- Keep clients informed and up to date on the status of their tickets
- Monitor system alerts and escalate where necessary in our helpdesk system
- To work with Senior Leaders to organise and facilitate parents evenings and other events through MIS and other school systems



- Day to day maintenance of the infrastructure of the schools hosted website. Ensuring it adheres to OFSTED & GDPR standards whilst maintaining a contemporary look to the website, possibly leading to a full redesign over time.
- Actively seek to take on responsibilities and develop the role

Specific responsibilities are set out in a detailed job description.

In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals

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What Will You Bring To The Role?

- Knowledge of or previous first line IT Support work experience
- Highly organised and ability to prioritise workload and meet deadlines
- A passion for the IT industry
- A strong work ethic
- Ability to work independently and as part of a team
- Ability to communicate effectively with staff and students at all levels
- Keen to learn
- Ability to contribute to the wider school life
- Energy and enthusiasm
- Suitability to work with young people

How Should You Apply?

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer a competitive salary and membership of the Local Government pension scheme. Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



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