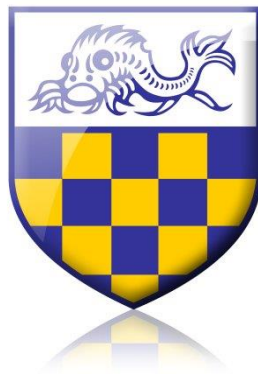


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2022**

**ICT Technician – Role B**



# LONGHILL

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HIGH SCHOOL

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

May 2022

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Our recent Ofsted Inspection Report (2018) has confirmed that Longhill High School is a 'Good' School. The report states: "The inspirational leadership of the Headteacher has resulted in the staff working together to transform the school." The Ofsted inspectors acknowledged the hard work of the senior leadership team, highlighting that teachers have a "renewed enthusiasm for teaching and ... research new ways to inspire pupils". The latest report confirms that the behaviour issues, which were once a legacy of the school, are now very much in the past, stating: "Pupils behaviour has been transformed since the last inspection and they are now proud of their school. They are smart, polite and tolerant of views and differences. They recognise the many improvements and are appreciative of their teachers and the leaders of the school."

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**

## JOB DESCRIPTION

**JOB TITLE:** ICT Technician - Role B

**SECTION:** Schools

**Roles B and C are specified as a linked grade with set criteria for progression**

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**Please note;** *this is a Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.*

*Each school is organised differently and the range of duties carried out at each level may be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks. The following role profiles give examples of the types of work that may be carried out at each level. The list is not exhaustive and is intended to give an indication to help schools assimilate jobs to the appropriate level.*

### **PURPOSE OF JOB**

Carry out a **variety of routine daily tasks** to maintain and repair hardware and provide first line support for general software queries, under the instruction of senior ICT staff, to enable staff and students to make efficient use of ICT equipment. **Uses developing skills, knowledge and experience that will enable the post holder to become a competent and effective member of the ICT support team.**

### **PRINCIPAL ACCOUNTABILITIES**

#### **Desktop & Applications Support / Server & Network Support / Configuration & Installation**

- **Develop an appropriate level of expertise in the ICT systems in use within the school in order to install and configure standard workstations, peripherals and software.**
- **Undertake routine maintenance of a range of school's ICT hardware to ensure that all staff and pupils have access to reliable equipment in a safe and orderly working environment.**
- With support and guidance from senior or more experienced staff as necessary, **undertake basic hardware repairs and software upgrades** as required. **Provide first-line technical support** for general software problems for teaching and non-teaching staff and pupils, including resolving problems with the email system and **basic network issues**.
- **Set up and test** equipment, security marking and recording asset details in a centralised system.
- **Follow instructions** to run basic network monitoring reports or utilities and inform manager of issues noted, e.g. on printer usage.
- **Search knowledgebase/logs of previous calls to inform diagnosis and resolution of problems**, e.g. when restarting a print queue on a server notes from knowledgebase/log that this is happening regularly, requiring further investigation.
- **Advise teachers, other staff and pupils on the use of software and hardware which may include conveying technical information which needs more careful explanation or interpretation to help others understand.**
- **Attend lessons when required to assist pupils with ICT work.**

- **Provide support to teaching staff in relation to the preparation and delivery of units for the National Curriculum, e.g. assist with preparation of ICT material from curriculum guidelines.**
- **Assist with ad hoc ICT projects, e.g. testing network software and installing local software.**

#### **Health & Safety and other Policies**

- Be aware of and comply with policies and procedures relating health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

#### **Budget and People Management**

- Purchase **consumables** following school procedures, **recording expenditure against agreed budget headings.**

#### **Micellaneous**

- Participate in training and other learning activities and performance development as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**Post Title:** ICT Technician – Role B

**Department:** Children and Young People’s Trust

**Section:** Schools

# Essential Criteria

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• <b>GCSE level or equivalent</b> in practical/vocational qualifications, e.g. ITQ level 2, Microsoft Certifications IT Practitioner Level 2.</li><li>• <b>A foundation of basic technical knowledge</b>, e.g. practical knowledge of Windows Operating Systems.</li><li>• <b>An awareness of a range of ICT equipment, including PC, digital cameras, scanners, etc.</b></li><li>• <b>An awareness of networking systems, e.g. cabling and connections.</b></li><li>• <b>Understand the difference between an Incident and a Problem.</b></li><li>• <b>An awareness of current ICT developments and technologies.</b></li><li>• <b>Understand</b> and follow school purchasing procedures.</li><li>• <b>Knowledge</b> of school structure, year groups and staffing structure.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Some experience of <b>working with PCs</b> (e.g. may have undertaken a computer maintenance course).</li><li>• <b>Experience of delivering high quality customer service.</b></li><li>• <b>May have acquired some practical experience of an IT networking environment.</b></li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Able to use email and browse the web.</li><li>• Able to <b>collate information</b> for stocktaking/inventories.</li><li>• <b>Able to solve simple ICT related problems/faults</b> without support.</li><li>• Able to <b>communicate technical information in simple terms to pupils, staff and Governors.</b></li><li>• <b>Excellent customer care skills, in order to deal with ‘customers’ in a polite and empathetic way.</b></li><li>• <b>Able to work methodically and accurately.</b></li><li>• <b>Able to read and understand software licensing and related legislation.</b></li><li>• <b>Able to accurately calculate distances for cabling purposes.</b></li><li>• <b>Good time management skills in order to work within tight time constraints.</b></li><li>• <b>Able to demonstrate and undertake informal training of staff/pupils on hardware/software use.</b></li><li>• <b>Able to contact suppliers, e.g. regarding items missing from a delivery.</b></li><li>• <b>Able to work flexibly within a team environment in order to meet changing demands of the team.</b></li><li>• <b>Good record keeping skills.</b></li><li>• <b>Able to lift and handle ICT equipment.</b></li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.</li></ul>

## Additional Salary Information

### Salary

**The starting salary for a  
ICT Technician – Role B working  
37 hours per week is:**

**$\pounds 19,650 \div 52 \times 52 \div 37 \times 37 = \pounds 19,650$  rising to  $\pounds 20,043$  per annum**

Working Hours:

- 8am to 4.30pm with a 20 minute paid break less 30 minutes' lunch break (8 hours) Mondays
- 8am to 3.45pm with a 20 minute paid break less 30 minutes' lunch break 7.25 hours/day (Tuesdays to Fridays).

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.