Higham Lane School

Work Hard | Be Kind | Take Responsibility

IT Technician

Hours: 37 hours per week - Term time only plus 5 INSET days (39 weeks)

Salary: £21,565 - £22,397

PART OF THE
Central England Academy Trust
SERVING THE HEART OF ENGLAND



Welcome from the Headteacher

Dear Applicant,

Thank you for taking the time to consider Higham Lane School as your next school. Higham Lane is a heavily over-subscribed, 11-18, comprehensive academy with just under 1500 students, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

We are delighted that our most recent Ofsted inspection in May 2025 confirmed that Higham Lane School has taken effective action to maintain the high standards identified in our previous Outstanding inspection. Inspectors praised our warm, respectful and aspirational school culture, where pupils thrive both academically and personally. They highlighted our ambitious, knowledge-rich curriculum, exceptional sixth-form provision, and the strong outcomes achieved by our students. The report commended our students' excellent behaviour, attendance, and engagement, as well as the inclusive support we provide for disadvantaged pupils and those with SEND. Our commitment to personal development was also recognised, with a wide range of enrichment opportunities helping to shape confident, compassionate young people. With an Achievement 8 score of 52.05 in 2025, this is significantly above the national average of 45.9 from 2024. Higham Lane remains one of the highest-achieving non-selective comprehensive schools in Warwickshire. We are also proud to hold World Class Schools status, awarded in July 2021, reflecting our continued drive for excellence in all areas of school life.

We are also delighted to have achieved equally as impressive A level results in our Sixth Form with 30.7% A*-A and 61.5% A*-B, an average grade of B- and a Value Added score of +0.27 (2024), making Higham Lane one of the top performing Sixth Forms in Warwickshire. We are excited by the opportunities which our recent merger with the Central England Academy Trust will bring us and are also delighted that the Department for Education has given the Trust permission to open a new secondary Free School, Higham Lane North Academy, opening in 2025 and this is already providing exciting opportunities for staff development, recruitment and retention.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour. We enjoy an excellent reputation with parents/carers and are always over-subscribed. You will find a happy, caring and purposeful environment at Higham Lane. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability. We encourage them to "Be the best you can be", by working hard, being kind and taking responsibility.

At Higham Lane, our staff are our most precious resource. We are committed to offering you:

- excellent continuous professional development
- reduced workload
- behaviour for learning that empowers teachers to teach and students to learn
- a range of imaginative approaches to ensure staff wellbeing
- Opportunities to work across the MAT in a successful and growing trust

The closing date for applications is **9.00am, Wednesday 15th October 2025.** (If you encounter a problem in meeting this deadline, please contact the School). If you are interested in applying for this post, please click on this link https://centralenglandacademytrust.face-ed.co.uk/vacancies and select the IT Technician position. Alternatively, please visit our school website (www.highamlaneschool.co.uk) and click on 'Job Vacancies'.

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact Ian Naisbitt, Assistant Headteacher on 024 7638 8123.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.
We really look forward to reading your application!



Yours faithfully,

Michael Gannon
Headteacher

Be the best you can be!

Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham - joining us in September 2025.

Our growing Trust currently consists of a diverse family of four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham - joining us in September 2025.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes



Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.

We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more



How to apply

Please apply by clicking https://centralenglandacademytrust.face-ed.co.uk/vacancies Alternatively please visit our school website (www.highamlaneschool.co.uk) and click on 'Job Vacancies'. The deadline is **9am on Wednesday 15th October 2025.**

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact Ian Naisbitt, Assistant Headteacher on 024 7638 8123.

Dates: Selection activities and interviews for shortlisted candidates are likely to take place week commencing Monday 20th October. **Please note that the school reserves the right to close the application process early if we identify suitable candidates. To avoid disappointment, please submit your application as soon as possible.**

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

Why work for Higham Lane School?

Excellent Continuous Professional Development (CPD)

- we are passionate about teaching and learning, always developing our practice and learning from each other!
- our CPD is second to none and highly-regarded by our staff, many of whom often lead sessions themselves. Staff have led presentations for Pixl and Osiris.
- all staff receive regular training in the most effective teaching and learning techniques.
- we provide bespoke career stage training such as NPQLT, NPQLTD, NPQSL, NPQML and NPQH to ensure professional development is continuous.
- we are actively leading school-to-school support within our local area, sharing our strong practice and expertise and learning from other schools about their effective approaches.
- We are local delivery partners for the Early Career Teacher and Mentor Induction programmes.

Reducing Workload

- we are committed to reducing teacher workload by always looking to streamline our ways of working, for example in our Feedback Policy, which makes greater use of whole-class feedback, rather than pointlessly marking excessively.
- we value our staff as experts in their subjects.
- staff work very effectively in their subject teams to produce schemes of learning and resources, so that teachers are not wasting time creating their own materials.
- students use Knowledge Organisers for revision during homework and peer-assess themselves in our Do Now knowledge tests, enhancing their subject knowledge and reducing teacher workload.

Behaviour for learning that empowers staff

- we empower teachers to teach and students to learn!
- students' behaviour is excellent.
- our SLT and Progress Leaders move around our site during every lesson to visit lessons, support teachers and uphold our ethos.

Staff Wellbeing

- staff wellbeing is very important to us. We care about each other.
- we ensure a work-life balance in the way we organise our meetings and INSET days and release our calendar before the start of the academic year.
- we ensure emails are used sparingly and only at agreed times.
- we support staff to look after themselves, for example through our health awareness events.
- we get on well together and celebrate our many achievements in a range of social events.

Serving our community

- students play an active part in the running of our school and student voice is important to us.
- we have excellent relationships with parents/carers and value their feedback.
- we actively support our local community through fundraising and supporting local charities such as the Nuneaton Food Bank and Edward Street Food Kitchen.

What are we looking for?

Job Title:
IT Technician

BROAD DESCRIPTION:
A member of the school's technical support team in assisting in delivery of the national curriculum and in meeting health and safety standards. Works under the supervision and guidance of the Senior ICT Technician / member of Senior Leadership Team. Provides basic instruction/training to users within school on computer software.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post no direct responsibility for financial resources.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information and/or day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.

TYPICAL TASKS

- Provide support in setting up IT equipment & resources for school use, e.g. assemblies, INSET and whole-school events, Open Evening.
- Maintenance or simple repair of IT equipment/apparatus where within the competence of the postholder or liaise with suppliers or companies for repairs.
- Install pcs / hardware.
- Support the maintenance of the school's IT network infrastructure.
- Install software, evaluate new and existing software.
- Provide basic training in /instruction on software.
- Provide 'on-call' system to resolve curriculum-based faults/problems where possible.
- Maintain and update asset register / stock records for ICT equipment.
- Issue ICT equipment.
- Issue and record digital cameras.
- Promote the use of ICT within the school.
- Assist with IT participation in the classroom, library and IT suites.
- Assist with IT design/DTP as required, e.g. for school awards, publicity, displays.
- Contribute to the design, development and maintenance of specialist IT resources (e.g. school website or other IT based school resource).
- Research, test and trial IT developments which further support and enhance the application of ICT across the school.
- Maintain the school's online ICT room booking system.

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

Person Specification

PERSON SPECIFICATION – IT TECHNICIAN

Essential	Desirable
A minimum of GCSE A-C (or equivalent) in numeracy and literacy and ICT.	
A detailed knowledge of IT, its uses and installation	
Able to provide instruction to users	
Previous relevant experience	
Attendance at relevant in-service training	
	Be aware of and understand the Authority's regulations, e.g. H&S at Work
Able to carry out procedures, routines and follow instructions	
Have good organisational skills	
Able to maintain records	
Can take initiative	
Able to interpret information, make judgements and solve problems within own sphere of expertise but has access to manager/supervisor on unusual or difficult problems.	

Safeguarding

Please note our clear expectations regarding personal and professional conduct of staff and the safeguarding of our students:

- To have total regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

We are committed to safeguarding and promoting the welfare of the children and young people and expect all staff to share this commitment.

All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

Higham Lane School is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals'' rights.



How to find us



Higham Lane School
Shanklin Drive, Nuneaton, CV10 0BJ

contactus@highamlaneschool.co.uk
www.highamlaneschool.co.uk
Telephone: 02476388123