

IT Technician

Applicant Pack

SILVERDALE
SIXTH FORM



Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	4
Specific duties and responsibilities	4
Support for the trust/school	5
Changes to these duties.....	6
Person Specification	7
Job Title: IT Technician	7
Knowledge, experience and skills	7
Qualifications	7
Other skills	8
Interpersonal skills	8
Child protection	8
Hope Valley College.....	9
Chorus Education Trust	10
To apply	11
Disability confident	11
Safeguarding	11

The vacancy

Post advert

Deadline for applications:	11:59pm on 31 August 2025
Interviews to be held:	8 September 2025
To start:	September 2025

Hope Valley College are looking to appoint an IT technician to provide technical support and expertise to staff and students. Working under the direction of the Trust IT Director, this will include maintenance of our ICT facilities, operating a helpdesk system and offering day to day assistance on the use of ICT and contributing to the development of the school's ICT strategy.

In recent years, the school has invested significantly in upgrading IT infrastructure and technology, and this presents an exciting opportunity to apply for a varied and rewarding role. The successful candidate will be enthusiastic, able to show initiative, have an understanding of network infrastructure and technology, be able to prioritise their work and have strong communication skills.

The role will be based at Hope Valley College but will form part of the IT support team for the Trust.

Role summary

Post title:	IT Technician	
Profile:		
Grade:	Grade 4	
Grade spinal point range:	SCP 7 to 12	
Salary:	£25,584 - £27,711	
Accountable SLT post:	Trust IT Director	
Line manager (if different):	Trust IT Director	
Staff to be supervised or line managed by post holder:	n/a	
Post holder will work with:	Trust IT Team Teaching & Support Staff	
Holiday and sickness relief:	By and for other IT Support staff	
Purpose of post:	To provide a range of technical support and expertise and to ensure the efficient use of ICT and related systems and equipment throughout the school	
Version revised:	This post may work across the Trust schools.	
Contract:	Permanent	37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To be responsible for providing an efficient IT support service, following systems and processes to the standards required by the School/Trust and appropriate regulatory bodies.

Maintenance of the School ICT Network Facilities

- Contribute to the provision of ICT Support throughout the school under the direction of the Trust IT Team.
- Advise on set up and maintenance of ICT hardware and software.
- Contribute to optimising network performance, including planning and implementation of changes to the network.
- Ensure an up-to-date inventory of ICT equipment, software licenses and consumables is maintained.
- Assist with the development and maintenance of the school learning platform.
- Undertake maintenance of ICT hardware.

Provide Assistance to Staff and Students Using ICT

- Setting up equipment for the delivery of the curriculum.
- Ensuring effective integration of curriculum and administrative systems to achieve maximum efficiency.
- Contribute to ICT training provision and advise school staff as appropriate.
- Develop safe working practices in relation to the use of ICT.
- Liaise with partners and suppliers of the school on ICT related issues.
- Undertake projects to enhance specific developments of ICT within the college.

Contribute to the Schools Program of ICT Development

- Liaise with partners and service providers to maximize the efficiency of the school systems.
- Liaise with suppliers regarding the procurement of ICT products.
- Keep up to date with national and local developments in ICT and determine potential benefits for the school.
- Undertake ICT projects under the direction of the Trust IT Team.

ICT Technical Service Support

- Maintain a help desk system that ensures that requests for work are prioritised and completed in line with the department's standards.
- Work towards achieving and maintaining ITIL recognised standards of support.
- Maintain the inventory and stock management.
- Problem solve and troubleshoot issues on the network such as software, hardware, configuration and user errors.
- Provide high quality user support, including staff training.
- Install software as required and to the standards set out by the Trust IT Team.

ICT Hardware Installation and Maintenance

- Install and configure new and existing IT equipment.
- Carry out repairs and maintenance to hardware to maximise the efficiency of equipment.
- Ensure the correct disposal of damaged and un-repairable equipment and that the college meets its recycling duties in line with current procedures.

General Duties

- As a member of the ICT Technical team, you will be expected to liaise with the Trust IT Team, support and teaching staff as appropriate.
- Carry out all problem solving, changes, configuration, availability, capacity and continuity processes in-line with the Framework for ICT in Schools (FITS) recommendations and guidelines under the direction of the Trust IT Team and the schools policies and procedures.
- Actively pursue training and accreditation on agreed plans for the school network and system developments and upgrades.
- To assist with the production of an annual audit of the ICT equipment.
- Research information concerning equipment, evaluate systems for best value and advise the Trust IT Team on purchases.
- Produce orders for equipment and consumables after agreement with the Trust IT Team.
- Take responsibility for own professional development, continually keep updated about new initiatives in educational ICT, and contribute to the school as a learning organisation.
- Assist with the implementation of projects and school ICT initiatives.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.

- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: IT Technician

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience in supporting IT networks in a large user environment		✓	A/I
In depth knowledge of Window 11	✓		A/I
Experience supporting and maintaining a different range of client hardware, e.g. PC, laptop, tablet	✓		A/I
Experience using a helpdesk system to facilitate service delivery		✓	A/I
Ability to work positively as a member of a team	✓		A/I
Experience supporting ICT in an education sector		✓	A/I
Good working knowledge of Microsoft O365		✓	A/I
Good working knowledge of management information system: Arbor		✓	A/I
Experience of supporting educational software		✓	A/I
Administration of Active Directory and Group Policy		✓	A/I
Good understanding of DNS, DHCP, networking	✓		A/I
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Qualifications			
Good level of literacy and numeracy -GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A

Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



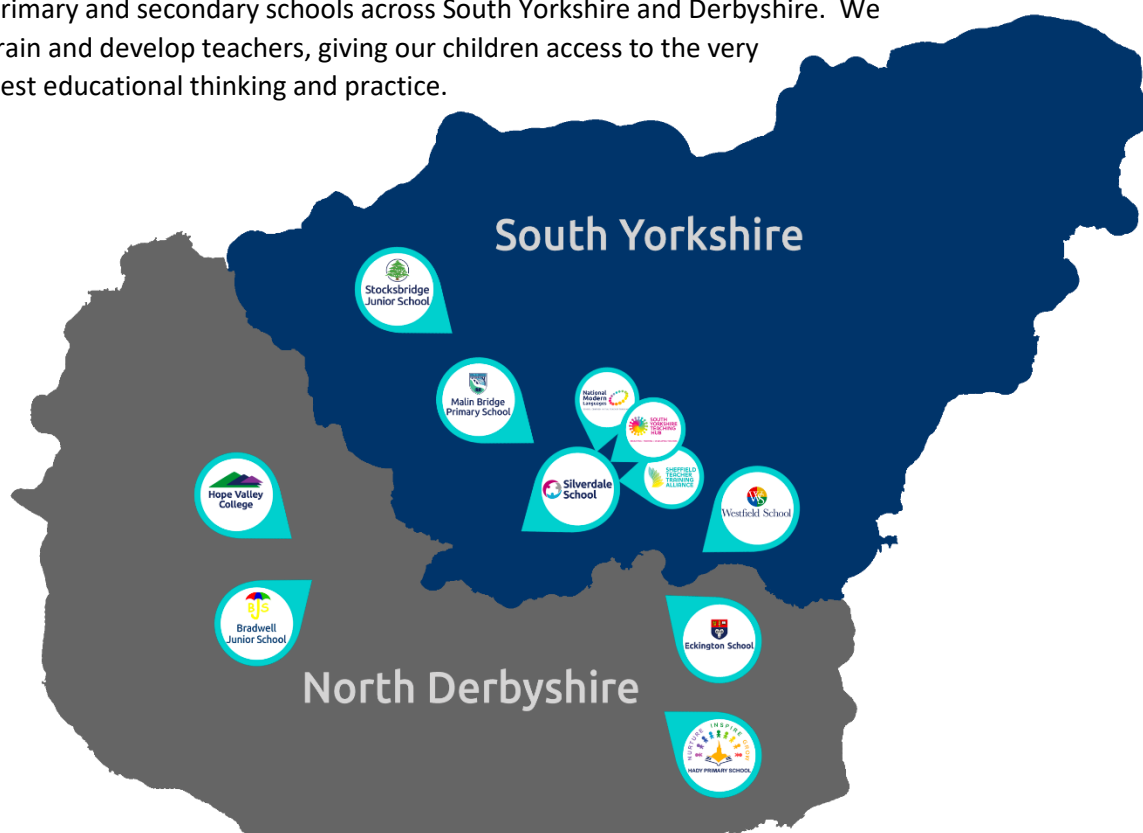
In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: www.hopevalley.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Sophie Marston (HR Administrator) at: recruitment@hopevalley.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11:59pm on 31 August 2025
- Interviews to be held: W/c. 8 September 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.