



Senior IT Technician

Salary:	SET Grade 7, SCP 24 - 28, £23,953 - £27,515 FTE Per annum
Working hours:	Full time, 37 hrs per week, whole year
Contract type:	1 permanent
Start date:	ASAP

We are currently seeking to appoint a Senior IT Technician to support the school's computer systems, applications and associated software, and to advise and support on the implementation of system developments.

Applications are invited from suitably experienced candidates who have experience of working in an ICT environment, with the ability to communicate complex technical issues simply and effectively to a diverse range of audiences. We are looking for self-motivated, highly organised, reliable individuals. You will have a dedicated work ethic, working alongside teaching and support staff and supporting the full range of ICT systems. Successful candidates will have the opportunity for fully funded apprenticeship training, undertaking either Level 3 Information Communications Technician or Level 4 Network Engineer.

Main responsibilities:

- Provide support, guidance and training to staff and students on ICT systems
- Line management responsibilities
- Maintain and advise on use of AV equipment
- Monitor and develop use of the internet and intranet
- Manage and maintain email accounts; Sims.net system; inventory of equipment and software; school website
- Manage and have overall responsibility for software installations; hardware maintenance; upgrades, fault diagnoses and repair, security measures and back-up schedule
- Supervise loans of equipment; ensure maintenance and security of equipment; keep up to date with relevant legislation and technological developments.

Ideally for this role you need experience in:

- Microsoft Windows 10
- Microsoft Server 2016 & 2019
- Microsoft Active Directory
- Office 365
- Group policy management
- Google Admin, Drive, Classroom and Meet
- Networking
- Hardware and Software support
- Microsoft Office Applications

The successful candidates will:

- Willingness to support the school when needed
- Bring rigour and an eye for detail and experience to our ambitious school
- Have a friendly and positive disposition

In return we can offer:

- A forward thinking and innovative Senior Leadership Team
- An open and transparent workplace that has an honest and respectful culture
- Friendly and enthusiastic children
- Caring, friendly colleagues with a strong team spirit and a positive attitude
- Supportive parents and Academy Councillors

The Westleigh School enjoys a successful partnership with the Shaw Education Trust, which is a growing multi academy trust led by an Executive Leadership Team steeped in school leadership and improvement experience. This role provides an excellent opportunity for the right candidate to develop their IT knowledge and develop their career in a growing multi academy trust. Uniting with The Shaw Education Trust brings with it new opportunities and a wealth of resources to supplement our mission to improve outcomes for all our students.

The Shaw Education Trust offer the following benefits with your employment:

- An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
- Generous holiday entitlement from your first day of employment: 28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays (Support Staff only)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

The Westleigh School is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

Further details and application forms are available from the school website / Shaw Education Trust website www.thewestleighschool.co.uk or www.shaw.education.org.uk/careers or by contacting the school.

Completed applications are returnable to Mr Carlton Bramwell (Headteacher), The Westleigh School, Westleigh Lane, Leigh WN7 5NL via vacancies@westleigh.wigan.sch.uk

Please note that CV's will not be accepted in line with our safer recruitment policy.

Closing Date: Monday 26th September at 9am

Interview Date: TBC