

Information Booklet

Trainee ICT Technician



A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this position at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure our students get the very best quality of learning experience and support them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do the best we can for all our students so that they leave our school as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We strive to provide valuable developmental opportunities for our staff too so that they know their personal and professional skills are valued and that they are both supported and challenged in their careers.

We are a vibrant and busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

Should you choose to apply, you will be sure of a warm welcome and will be joining a highly committed, professional and friendly staff group.

Yours sincerely



Dr W Bradford
Consultant Headteacher



Mrs G Howe
Associate Headteacher

Holmfirth High School

This highly successful school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms, an SEN department and RE/PSCHE block. The specialist school initiative brought the building of a new Maths block.

Our catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

Our school takes its community responsibilities seriously. It adopts an open policy towards parents¹, and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage our students to strive to achieve their personal best in all areas of endeavour.

Our students' high personal standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that students may experience as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

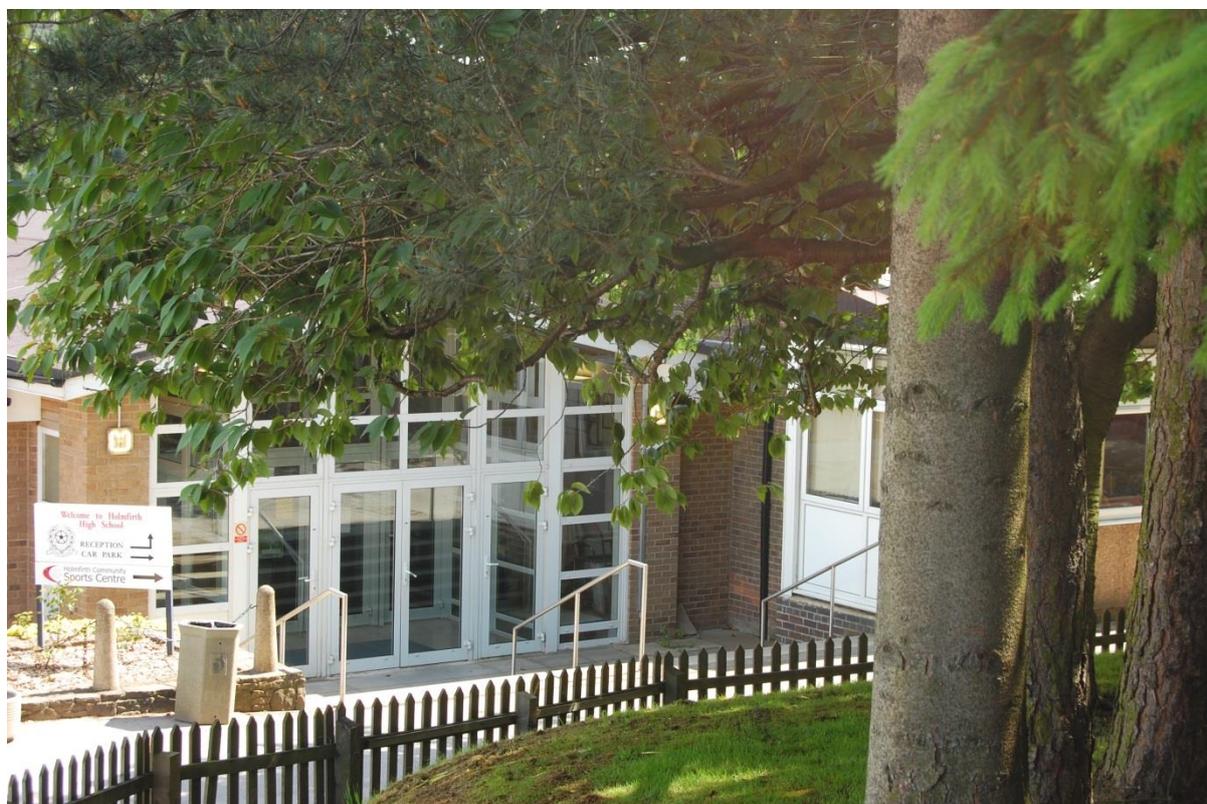
The school is organised on a year basis, with Heads of Years overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, our students follow a broad and balanced curriculum, with KS4 choices made in Year 9.

The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. Over 50% go on to university and less than 1% become NEET.

¹ The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

We attach great importance to the place of extra-curricular activities in our school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



Aims of our School

- ✘ Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
- ✘ Our school aims to ensure that members of the school community feel valued and appreciated.
- ✘ Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
- ✘ Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
- ✘ Our school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
- ✘ Our school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
- ✘ Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
- ✘ Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
- ✘ Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.

Local Information

Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into The Nook for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with numerous high street banks and building societies.

Partner Primary Schools

Hade Edge J & I School

Greave Road
Hade Edge
Holmfirth
HD9 2DF

Netherthong Primary School

School Street
Netherthong
Holmfirth
HD9 3EB

Hepworth J & I School

Maingate
Hepworth
Holmfirth
HD9 1TJ

Scholes J & I School

Wadman Road
Scholes
Holmfirth
HD9 1SZ

Hinchliffe Mill J & I School

Waterside Lane
Holmbridge
Holmfirth
HD9 2PF

Upperthong J & I School

Burnlee Road
Holmfirth
HD9 2LE

Holme J & I School

Meal Hill Road
Holme
Holmfirth
HD9 2QQ

Wooldale Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG

Our ICT Support Department

The ICT Support Department consists of a team of three. One of the three is the Systems Manager who has line management responsibility for the other two members of the team. They work flexibly across all areas of ICT technologies, so that no one person will ever lead in one particular area. This ensures that all technicians have the opportunity to develop a broad range of professional competencies.

The team is responsible for ensuring that the ICT network is fully operational at all times and the team has a proud record of ensuring minimal down time. The network consists of a Category 5 fibre optic structure but the school Wifi across the campus. There are over 400 PCs on the network which are renewed on a cyclical basis every five years. All classrooms have interactive whiteboard facilities, or smart TVs and network access points.

The support team reports directly to senior management but all are members of the ICT Strategy Group which plans the implementation of new technological developments.

This is a really good appointment for a promising trainee to join an established team and develop their professional expertise in a positive, vibrant climate of a large and highly successful school. The successful candidate will have the opportunity of career progression should they demonstrate potential in the role.

Job Description

Location: Holmfirth High School
Job Title: Trainee ICT Technician
Grade: Grade 5
Accountable to: ICT Network Manager

Purpose of job:

The postholder will:

Provide an efficient, technical support service for the school's Information Technology and curriculum activities.

Key Areas:

1. Technical ICT Support
 2. Administration
 3. Health and Safety
 4. Generic Staff Requirements
-

Technical ICT Support

- Setting up workstations in required locations ensuring that systems are switched on, ready for use and operating correctly.
- Assist in providing first response support for application software and hardware problem-solving.
- Provide basic assistance to teachers, students and other members of staff in use of computer equipment, software and procedures (including ICT INSET events).
- Install new software, hardware upgrades and replacement components as required.
- Provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and security marking.
- Assist in the preparation of material and equipment required for teaching to include the reproduction, printing and downloading of materials.
- Carry out basic disc management on both file servers and workstations, restoring data as necessary and operating specified back up procedures.
- Administer access security through operating user ID, password and access rights systems.

- Assist with the maintenance and development of the school's Intranet and internal systems.
 - Assist in supporting/advising students during lessons and/or at extra-curricular/ICT activities, and training events.
-

Administration

- Operate an efficient system for the storage and distribution of hardware software discs and associated documentation (including loans and bookings).
 - Maintain appropriate inventory and cataloguing systems for new, existing, and obsolete stock.
 - Organise for the repair and/or replacement of ICT and/or reprographics and audio-visual equipment including liaison with the external suppliers and in consultation with senior management.
 - Receive and check deliveries and associated invoices.
-

Health and Safety

- Carry out routine Health and Safety checks on ICT and/or reprographics and audio-visual equipment reporting to relevant senior manager.
 - Where appropriate undertake electrical testing of portable electrical equipment maintaining all associated paperwork.
 - Organise for the repair and/or replacement of ICT and/or reprographics and audio-visual equipment including liaison in the external suppliers and in consultation with senior management.
 - Make petty cash purchases and/or requisitions for stock in line with the school's established financial and authorisation procedures.
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the school.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.

- Apply school policies in all aspects of the role.
- Keep up-to-date with all aspects of the Child Protection Policy and Safeguarding Policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing school which requires flexibility in all its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an Enhanced DBS check.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Signed		Dated	
---------------	--	--------------	--

Trainee ICT Technician - Personal Specification
You should be able to demonstrate that you meet the following criteria:

E = Essential D = Desirable	Method of Assessment	
	A = Application Form I = Interview	T = Test or Exercise P = Presentation

EDUCATION AND TRAINING

D	NVQ or equivalent/relevant experience	A I
E	Good numeracy and literacy skills (GCSE A*-C English and Maths)	A I
D	Evidence of recent and relevant training	A I

SKILLS AND ABILITIES & PERSONAL SKILLS

E	Ability to take responsibility and work independently within set boundaries and expectations	A I
E	Strong interpersonal skills and ability to communicate effectively with young people and adults	T I
E	Good organisation and personal management skills	T I
E	Ability to use ICT for recording, monitoring and reporting	A I
E	An ability to respect sensitive and confidential work	T I

KNOWLEDGE AND UNDERSTANDING

E	General and technical knowledge related to ICT	A I T
D	Ability to install software and carry out hardware upgrades as required	A I
D	A knowledge of health and safety checks required on ICT equipment	A I
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I

TRAINING

E	Willingness to undertake further training as appropriate, both as a member of staff and specific to role	I
---	----------------------------------------------------------------------------------------------------------	---

Qualities and Attributes

E	Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	I
E	To display a responsible and co-operative attitude to working towards the achievement of the post's aims and objectives	I
E	High level of motivation and commitment and ability to evaluate own behaviours and actions	A I
E	Commitment to own personal development and learning	A I

Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Trainee ICT Technician at Holmfirth High School then please complete the standard Kirklees application form which is found on our website, together with a letter of application – a maximum of two sides of A4, outlining:

- your interest in this post;
- how your experience to date has prepared you for it.

Completed applications should be returned to:

The Headteacher
Holmfirth High School
Heys Road
Thongsbridge
HOLMFIRTH
HD9 7SE

Or via email to vacancies@holmfirthhigh.co.uk or office.holmfirth@holmfirthhigh.co.uk

The closing date for applications is: 12 noon on Friday 25 May

Interviews will take place: week commencing 4 June 2018

If we have not contacted you by the end of May you will know that on this occasion your application has not been successful. Please accept this as acknowledgement of the time and interest you have shown.

Thank you.

