

# Information Booklet

ICT Technician



# A Warm Welcome from Holmfirth High.....

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

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

We strive to do our best for all our students so that they leave here 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 are an incredibly 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 alliances, 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.

The successful candidate will join the school at an exciting point in its history.

We would hope that what you read in the information pack and your wider research about the school will have whetted your appetite and encourage you to apply.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'B. Stitchman', with a stylized flourish at the end.

Mr Ben Stitchman  
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, a 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 parents<sup>1</sup>, 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.

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

## New Mill Junior School

Royds Avenue  
New Mill  
Holmfirth  
HD9 1LJ

## Holmfirth J I & N School

Cartworth Road  
Holmfirth  
HD9 2RG

# ICT Technician

Grade	6
Hours	37 hours per week
Weeks	Full Time
Accountable to:	ICT Network Manager

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## Overall Purpose of the Job:

Under the guidance of the ICT Network Manager, the postholder will provide an efficient, technical support service for the school's information and communication technology and curriculum activities. The postholder will work as part of a team in ensuring the smooth running of ICT systems and provision of ICT support throughout the school to both pupils and staff.

## Key Duties and Responsibilities:

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

## Technical ICT Support:

- To set up work stations in required locations ensuring that systems are switched on, ready for use and operating correctly.
- To assist in providing first response support for application software and hardware problem solving.
- To provide assistance to teachers, students and other members of staff and maintain the use of computer equipment, software and procedures (including at ICT INSET events).
- To install new software, hardware upgrades and replacement components as required.
- To provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and its security marking..
- To assist in the preparation of material and equipment required for teaching to include the downloading, printing and reproduction of materials.
- To carry out basic disc management on both the file servers and workstations, restoring data as necessary and operating specified back up procedures.
- To administer access security through operating user ID, password and access rights systems.
- To assist with the maintenance and development of the school's intranet and internal systems.

- To assist in supporting and advising students during lessons and/ or extra curricular/ ICT activities and inset/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 & 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 electric equipment maintaining all associated paperwork.

### **Generic Requirements**

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents and the wider community.
- Adhere to the principles expressed in the aims and vision 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.

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

The Governing Body and Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

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.

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*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

## Person Specification

<b>Location :</b>	Holmfirth High School
<b>Job Title:</b>	ICT Technician
<b>Pay scale:</b>	Grade 6
<b>Hours/weeks:</b>	37 Hours Per Week Full Time

**You should be able to demonstrate that you meet the following criteria:**

<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Sound literacy and numeracy skills in order to produce reports, complete referrals and perform calculations.	x	
Relevant ICT qualifications, training and experience	x	

<b>Ability &amp; Personal Skills</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of CPD and a commitment to ongoing personal development		x
Ability to communicate with both adults and young people from a wide variety of backgrounds	x	
Ability to take responsibility and work independently within set boundaries and expectations	x	
Good organisation and personal management skills	x	
Ability to use ICT for recording, monitoring and reporting	x	
Ability to respect sensitive and confidential work	x	

<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>
General and technical knowledge relating to ICT	x	
Ability to install software and carry out hardware upgrades as required	x	
A knowledge of health and safety checks required on ICT equipment	x	
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students		x

<b>Personal Qualities &amp; Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Meet deadlines and manage a fluctuating workload maintaining accuracy	x	
Honesty and integrity	x	
Work actively and productively as part of a team as well as independently	x	
High level of motivation and commitment with the ability to evaluate own behaviour and actions	x	
Sense of humour	x	
Commitment to own personal development and learning	x	
Willingness to undertake further training as appropriate, both as a member of staff and specific to the role	x	

# Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of ICT Technician then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

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](mailto:vacancies@holmfirthhigh.co.uk)

**The closing date for applications is Wednesday 21<sup>st</sup> October at 9.00am**

If we have not contacted you by 2<sup>nd</sup> November please assume that on this occasion your application has been unsuccessful. Please accept this as an acknowledgement of the time and interest you have shown.