



Advertisement for the post of IT Technician at Cleaswell Hill School

37 Hours Term Time + 15 Days

Band 3 Point 5-6 £19,484 - £19,839 (£21,575 - £21,968 FTE) – Band 4 Point 7–11 £20,201 - £21,723 (£22,369 - £24,054 FTE)

Cleaswell Hill School is an outstanding day community Special School for 211 children (designated age range 4 – 19) with complex and multiple learning difficulties and disabilities. Some pupils have additional physical, sensory, communication or emotional needs.

Cleaswell Hill School aims to provide an individualised, innovative and inspirational learning experience. Our dedicated staff team is committed to the provision of a highly supportive, specialised learning environment within which all members of the school community can thrive. Every child at Cleaswell Hill School follows a personalised, broad and responsive curriculum that is appropriate to their age and stage of development, delivered within a positive, safe and stimulating setting.

Cleaswell Hill School aims to appoint an enthusiastic IT Technician to join our dynamic staff team. Some key duties will include:

- Being the first point of support for all IT hardware and software in school, including Windows 10 desktops/laptops, printers, interactive screens etc.
- Managing accounts for services including Active Directory, Google, SIMS, Tapestry, Access Control etc.
- Producing staff ID cards and overseeing an electronic signing in/out system
- Managing our SharePoint intranet
- Producing training materials and documentation for staff and delivering training where required
- Uploading content to the school website and Facebook page
- Maintaining the CHS Helpdesk system
- Toner and paper replenishment
- Purchasing, configuring, installing and maintaining IT equipment including desktops, laptops, iPads, printers, network equipment, phones etc.
- Maintaining an up-to-date inventory of IT equipment and software licences in school
- Assisting the ICT Consultant with the server and network infrastructure

Candidates should have a minimum of an NVQ Level 2 or equivalent in an IT relevant qualification. Experience of working in a similar setting is desirable but not essential. Previous applicants need not apply.

This post is for 37 hours per week term time + 15 days. The start date of this post can be negotiated, however the successful candidate will preferably start as soon as possible.

Cleaswell Hill School is committed to safeguarding and promoting the welfare of children and young people and expect all staff members to share this commitment. An enhanced criminal records check is required for this post.

Further information about Cleaswell Hill School can be found on our website.

An application pack, including an application form, is available from the school's website at <http://www.cleaswellhill.northumberland.sch.uk>

Completed application forms should be returned directly to the school by post or email for the attention of Anne Carruthers/Lauren Caisley no later than midday on Tuesday 14th February 2023. Interviews will be held on Tuesday 28th February 2023.

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