Longhill High School

11-16 mixed community school (NOR 1000)

Falmer Road, Rottingdean, Brighton BN2 7FR

Headteacher: Kate Williams

Tel: 01273 304086

Email: personnel@longhill.org.uk

**Apprenticeship in IT Technician – Level 3**

**Apprenticeship Salary £16,128**

**37 hours a week full year**

**Fixed term contract 18 months**

**From September 2021**

Here at Longhill High School, we have begun a journey to outstanding and we are looking for enthusiastic, determined and inspiring staff to join us. We pride ourselves on having a bespoke staff training programme which supports further development and learning.

We are seeking to appoint an enthusiastic and hardworking ICT Technician apprentice to join the IT support team at Longhill High School. The team supports a user-base of over 1000, providing Windows clients and a mixed Windows/Linux backend.

We are looking for an individual to join our team:

* Learn to work independently and show initiative in providing an ICT support service covering a range of hardware, software and peripherals. This includes administration of the network, maintenance of related equipment and other learning resources.
* Learn to maintain aspects of the school website, database administration and occasional staff training.
* Learn to work logically and methodically to strict deadlines, as well as being reactive to issues that arise daily.
* Learn to maintain accurate manual and electronic records relating to all IT resources and work carried out.
* With excellent interpersonal and communication skills as well as a good sense of humour and who is committed to being involved in Longhill High School life.
* Ideally with prior experience of working in an educational setting and has a minimum Level 2 qualification in the related area or equivalent.
* To be responsible for the management of warranties relating to ICT equipment in school and learn to take charge of equipment maintenance issues.
* With a sound knowledge of Microsoft Office/Office 365 and Windows 7/10.
* With some prior knowledge or experience of Linux and domain administration being an advantage.

In return we can offer you:

* A welcoming, friendly school with happy, confident children who enjoy learning.
* Caring and committed staff.
* A dynamic team willing to train and assist you in your career.

Contact Details

If you would like to discuss the role, please contact;

Jason Bicknell jason@longhill.org.uk

**Additional Information**

Brighton & Hove City Council does not accept CV or resume.

You can apply for this role online. Download the job details at the bottom of the advert which includes the person specification and job description. You will need this to complete the application. As you go through the application, it will explain what information you need to provide and why and there are also some branching questions to complete. Don’t forget, please read the guidance notes to help you put across your experience, skills and abilities necessary for the job you apply for.

Closing date for applications**: Midday Monday 16th August 2021**

Shortlisted applicants will be invited to attend an **interview in the week commencing 23rd August 2021**

**Job Pack**

Please read through the job pack for further information about this vacancy

**Enquiries & How to Apply**

Please return your application by email to: personnel@longhill.org.uk or by post for the attention of Nicky Jackman, Headteacher’s PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR

**Please apply using the support staff application form and answer the branching questions within the job pack in section 5 of the application form.**

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to a Disclosure & Barring Service (DBS) Check.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All candidates must complete our standard application form in order to be considered. CVs are not accepted in the interests of safeguarding.

Brighton & Hove City Council – Taking Action for Equality.