



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



IT TECHNICIAN – LCC GRADE 6/7
APPLICANT INFORMATION PACK



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

December 2023

Dear Applicant,

Thank you for your interest in working as a part of our IT team as the IT Technician at Cardinal Allen Catholic High School. This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, information about the school, along with the job description and person specification. You will find the following information relating to the vacancy on our web site:

1. Catholic Education Service Application Form – please only use the version from the school website
2. Catholic Education Service Recruitment Monitoring Form
3. Rehabilitation of Offenders Act 1974 Disclosure Form
4. Information regarding the Immigration, Asylum and Nationalities Act 2006

We hope that this, and the other information on the website, will help you to decide whether you would like to apply for this position.

Applicants must complete the CES application form, recruitment monitoring form and disclosure form, together with a supporting statement (no more than two sides of A4 and minimum size 12 font) indicating your suitability for the post. Applications should be addressed to Jane Abra and sent to j.abra@cardinalallen.co.uk and will be acknowledged by the school. If you would like to discuss this opportunity further, or even visit the school, please contact the Business Manager, Jane Abra at j.abra@cardinalallen.co.uk.

The closing date for receipt of applications is 09.00 Monday 8 January 2024.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

**IT Technician Grade 6/7, points 11 to 25
£25,979 to £33,945 depending on experience**

Required as soon as possible

The governors of this very successful Catholic High School wish to appoint an IT Technician to join our IT Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parents and Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

The successful candidate will:

- Provide IT support for our staff and students;
- Undertake routine configuration, installation, upgrades and maintenance of the school's servers, desktops, laptops and networking equipment;
- Along with the IT Manager, co-ordinate the planning and development of the school's ICT network;
- Document changes to IT Infrastructure including the creation and updating of work instructions along with the documentation of fixes to common issues;
- Manage workflow by using the department's compliance system including, responding to help desk tickets, maintaining the asset register and responding to work place activities;
- Have a keen interest in IT and a willingness to keep up to date with current and future technologies.

Cardinal Allen is a forward looking, oversubscribed, "outstanding Catholic school", evaluated by Ofsted earlier this year as a '**good school**'. Inspectors said, '**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**'. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Interested candidates are welcome to call the Business Manager, Jane Abra for an informal discussion or to visit the school to discuss the opportunity further (Christmas holidays Monday 25 Dec to Friday 5 January). Applicants must complete the CES application form and send to j.abra@cardinalallen.co.uk by 09.00 Monday 8 January 2024.

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head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

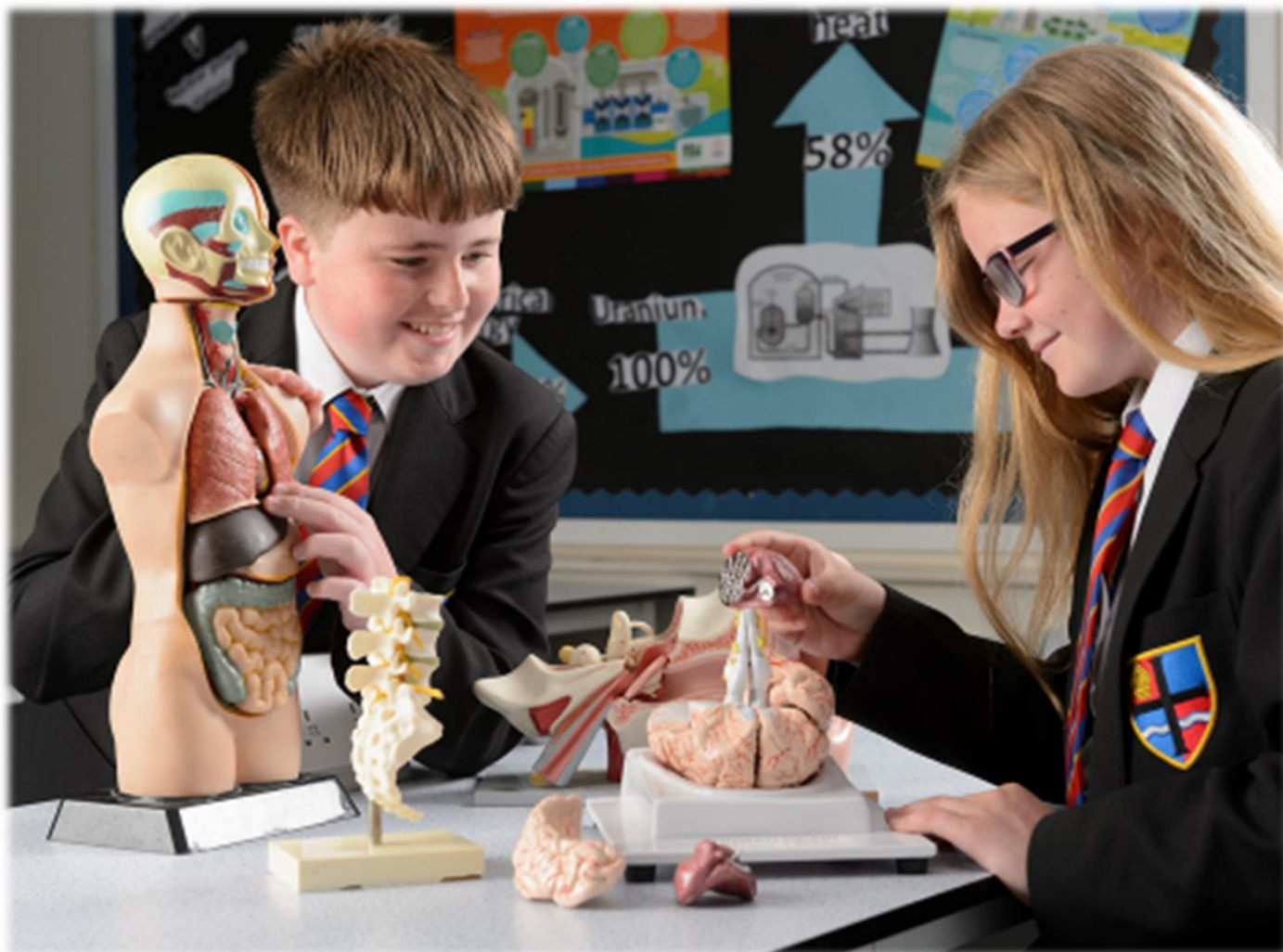
“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away.

THE IT TEAM

IT Support is an essential part of the school infrastructure that transcends the organisation. The team consists of two IT Technicians. The school buys in support for our MIS service, network up to the firewall, and backup service. The department has historically had a strong sense of team spirit with an attitude that teaching and learning come first. Our new colleague will receive all the support and encouragement necessary to continue the provision of school network support and to develop professionally for the next stage of their career.

THE ROLE

We are looking for an IT Technician to work with our IT Manager to address the IT support needs of our staff and pupils. The post holder will have the responsibility for supporting staff and pupils along with the management and development of the school IT network.

WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a very successful team. The successful candidate needs to have excellent IT skills along with a strong commitment to customer service.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

Applicants must complete the CES application form, recruitment monitoring form and disclosure form, together with a supporting statement (no more than two sides of A4 and minimum size 12 font) indicating your suitability for the post. Applications should be addressed to Jane Abra and sent to j.abra@cardinalallen.co.uk by 09.00 Monday 8 January 2024 and will be acknowledged by the school.



Job Description

JOB DESCRIPTION FOR:

IT Technician

MAIN DUTIES

Relating to School Mission Statement:

In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between adults and between adults and children. All staff are expected to set a positive example to others in this respect.

KEY TASKS

- To install, upgrade and maintain desktop computers and laptops.
- Updating policies on a firewall.
- Provide excellent customer service, coupled with the use of help-desk management system.
- Administer user email accounts and subscriptions in Office 365.
- Deploy software and maintain hardware and software on the server.
- Administer DHCP, DNS and Active Directory on the server.
- Join new workstation / printer / photocopier to domain.
- Manage user accounts and permissions using a print management system.
- Diagnose and resolve a wide range of complex network, software and hardware faults.
- Scheduling upgrades and security backups of hardware and software systems.
- Manage crisis situations, which may involve complex technical hardware or software problems.

To support the school and its wider community:

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To continue personal development as agreed.
- To engage actively in the appraisal process.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

Line Manager: IT Manager

Line Managing: N/A

Liaising with: Staff, any relevant external agencies

Working Time: 37 hours per week, full year

Grade: Lancashire Pay Spine Grade 6/7, points 11 to 25 £25,979 to £33,945 depending on experience



Person Specification

Cardinal Allen Catholic 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. The successful applicant will be required to complete an enhanced DBS check and a range of other recruitment checks will be made which will include online searches.

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Experience, Skills, Knowledge and Understanding	Essential	Desirable
GCSEs or equivalent at Grade 4/C or above in Maths and English	✓	
Can demonstrate in their current role, the capacity to work effectively with a range of people at a professional level	✓	
Recognised IT Qualifications such as CCNA, Microsoft Certification, CompTIA		✓
Experience of working in a school environment		✓
Experience of working in a customer service environment		✓
Knowledge of Active Directory, Group Policy, DHCP, DNS	✓	
Knowledge of Windows Server 2016 and Windows 10	✓	
Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel with excellent keyboard skills	✓	
Efficient and effective administrative and organisational skills	✓	
Working in an ICT support role		✓
Can maintain issues of confidentiality in the working environment	✓	
Communication and Self-Management Skills		
Has the ability to communicate effectively with a wide range of different people and organisations, including pupils, staff, parents and external agencies	✓	
Is able to plan, organise, prioritise and manage their own personal time effectively	✓	
Will actively engage in training activities and take responsibility for his/her own professional development	✓	
Personal Attributes		
Excellent time management and multi-tasking skills and to use own initiative	✓	
Ability to work under pressure and to tight deadlines to a high professional standard	✓	
Is committed, resilient, robust, resourceful, keen and enthusiastic	✓	

Build and maintain quality relationships through interpersonal skills and effective communication	✓	
Has an excellent record of punctuality, attendance, reliability and integrity	✓	
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓	
The ability to cope well in a fast-paced environment, responding effectively to changing demands and circumstances	✓	
Has a sense of humour and patience, particularly when facing difficult and challenging situations	✓	
Can demonstrate the ability to work well as a team member	✓	
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	✓	
Knowledge of the child protection / safeguarding policy		✓
Is willing to support the Christian ethos of our Catholic school	✓	
Be a positive role model at all times and a highly effective and respected representative of Cardinal Allen	✓	
Positive recommendation from all referees, including current employer	✓	