



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Be All You Can Be

## IT Technician ~ School 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. His determination not to abandon his Catholic faith during the reign of Elizabeth I caused William to flee to the continent in 1565. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests and return to England to keep alive the Catholic faith.

We were once again oversubscribed for September 2016 having received 190 first preferences for the 165 places available. Our pupils come from a wide-ranging catchment area. Eight feeder Catholic Primary Schools situated in the boroughs of Wyre, Fylde and Blackpool Unitary Authority serve the school in the main. Some children travel significant distances to school from the parishes of St. Mary's, Great Eccleston and St. William's, Pilling both "Over-Wyre" schools. Links between Cardinal Allen and feeder primary schools have always been very strong.

### IT AT CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Cardinal Allen has over 300 computers and 6 physical servers in school. The systems we use include Office 365, Micro Windows server 2012R2, Dell servers, HP switches, SIMS and Azure backup.

We also provide IT support to four of our local primary schools.

We are looking to appoint a well-organised and responsible person to work with our Lead IT Technician to provide effective ICT support throughout the school, as well as to four of our local primary schools.

It is essential that you are able to travel between sites during the day.

You should have a strong knowledge of ICT hardware and software, good attention to detail and the ability to learn new skills.

The role involves daily contact with pupils and staff so the ability to communicate on all levels is essential. You should have a strong customer service ethos.

### JOB SPECIFICATION

With reference to or guidance from the Lead IT Technician, contribute to the delivery of an effective ICT support service throughout the school (and 4 of our local primary schools) to respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines.

Responsibilities include (not an exhaustive list):

- Windows desktop and server issues
- Office 365
- Networking (DHCP, DNS)
- Active directory user setup
- Website updates
- Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day
- Check hardware regularly reporting faults to a specialist technician / audio-visual service / contractor as appropriate
- Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements

- Provide user support to identify and respond promptly to routine system or process issues that arise
- Set up basic audio visual equipment for use by teaching staff.
- Provide advice on established policies for acceptable use of local networks and assist with arrangements for monitoring network usage

## **PERSON SPECIFICATION**

### **Desirable qualifications**

GCSE Maths and English A\* to C (or equivalent)

### **Essential experience / skills**

- Good organisational and problem solving skills
- Strong knowledge of ICT hardware and software
- Good attention to detail
- Ability to communicate well
- Able to travel between school sites
- Ability to identify issues and prioritise accordingly

### **Desirable experience / skills**

- Experience of delivering a high standard of customer service
- Working knowledge of IT systems in a school environment
- Knowledge of Office 365
- Networking
- Website management

## **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. This area of Lancashire forms part of the Wyre District which stretches from the towns of Fleetwood, Thornton-Cleveleys and Poulton-le-Fylde to the rural villages of Over Wyre and hills of the Trough of Bowland. A wide variety of housing is available along the Fylde Coast and the area is within easy reach of the M55 motorway which allows quick access to Preston, Manchester, the Lake District and the Yorkshire Dales. Both the cities of Preston and Lancaster are within a 30 minute drive and many staff make such daily journeys.

## **THE PROCESS OF APPLICATION AND INTERVIEW**

Applicants must complete the CES application form [**Please only use the version of the CES application form available from the school website**] Your application should be addressed to the Headteacher, Mr Cafferkey, ([head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk)) and its receipt will be acknowledged by the school. The closing date for receipt of applications is 12 noon Thursday 20<sup>th</sup> April 2017 with interviews taking place week commencing 1<sup>st</sup> May 2017.

## **THE SALARY**

£17,772 - £20,138

## **AND FINALLY**

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. Should you want to discuss the post further or indeed want to visit the school, please do not hesitate to contact Jane Abra, the school's Business Manager.

Andrew Cafferkey  
Headteacher

March 2017