

Our Lady's Catholic High School



Application Pack

IT TECHNICIAN



Our Lady's Catholic High School



Page number	Title
3	Welcome – Richard Charnock, Headteacher
4-5	School Information for Candidates
6-8	Job Description and Person Specification
9	How to apply

Our Lady's Catholic High School



Headteacher – Richard Charnock

Thank you for your interest in the position of IT Technician at Our Lady's Catholic High School.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Due to the current post holder moving on, we are now seeking to appoint an IT Technician to support and assist the Director of IT Systems in the delivery of IT support across the school.

You would be joining a team of over 60 support staff all of whom play key roles in the smooth running of the school. The job is Grade 5 (£21,968 to £24,054 pay award pending), full-time, full year.

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. We welcome applications from ambitious and passionate individuals and our mission is to appoint the best available candidate to this key role in our school.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you want to discuss the post further or indeed want to visit the school, please do not hesitate to contact Geoff Diggles, Director of IT Systems.

We look forward to receiving your application.

Yours sincerely,

R. Charnock





Our Lady's Catholic High School

School information for Candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community.

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school.

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

Our Pupils

Our catchment has remained very stable for many, many years. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*“Students are focused,
mature, confident... friendly and happy”*
LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital history to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength through ITT (Initial Teacher Training).

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman School and so was created the Maths Hub, Abacus North West, which serves over 600 schools. Cardinal Newman School is the outstanding Catholic VI Form school in Preston and the significant majority of our pupils' progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

“Behaviour is consistently outstanding”
LANCASHIRE SCHOOL ADVISOR



Our Lady's Catholic High School

Job Description

Key Duties

- To contribute to the effective delivery of student facing IT resources, working directly with the Director of IT systems and in collaboration with pupils and staff as necessary.
- To undertake the daily support of IT classrooms to ensure they are resourced and maintained in safe and effective working order and that Health and Safety requirements and risk assessments are complied with.
- To assist with the configuration, testing, support, maintenance and deployment of software within classrooms and provide on-going support and troubleshooting as needed.
- To configure, test, support and maintain a varied range of hardware including desktops, laptops, printers and projectors within the school.
- To provide assistance and advice to staff and pupils within own levels of expertise, escalating queries and problems where relevant.
- To work as part of a small team and assist with the resolution of problems and obstacles with the delivery of resources and services where appropriate.
- To keep up to date with new and developing technologies and practice by carrying out simple investigations, sourcing information, reading electronic and hardcopy texts.
- To assist the with the selection and introduction of new processes and developments, in response to the changing needs of the curriculum.
- Management and monitoring of hardware spares, ink and toner supplies and preparation of orders.
- To Undertake continuous personal and professional development.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility entailed.

Key Duties (continued)

To support the school and its wider community:

- To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- 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.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- 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.

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.



Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			Application – A Interview – I Test - T References - R
Skills, Knowledge and Experience			
5 GCSE's A*-C (inc English Language and Maths) or equivalent	✓		A, I, R
Relevant technical qualifications or relevant experience		✓	A, I, R
Demonstrable record of extensive and successful experiences in the knowledge and skills in the areas listed below:			
PC hardware maintenance and fault finding on desktops, laptops and printers.	✓		A, I, R, T
Supporting Active Directory		✓	A, I, R, T
Supporting virtualisation/application streaming technologies		✓	A, I, R, T
Configuring and troubleshooting mobile devices.		✓	A, I, R
Good written and verbal communication skills	✓		A, I, R, T
Deploying, configuring and managing Windows	✓		A, I, R, T
Confident use of Microsoft Word and Excel	✓		A, I, R, T
Experience of planning, typically weeks to months ahead		✓	A, I, R
Experience of working in Education and an appreciation of the challenges involved in supporting teaching and learning.		✓	A, I, R
Ability to apply knowledge and experience, sharing learning and experience with staff and pupils.		✓	A, I, R
Personal Qualities			
Empathy and sensitivity to the needs of staff	✓		A, I, R
Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work.	✓		A, I, R
Use appropriate levels of IT skills to enable best use of available information and communications as necessary for the post.	✓		A, I, R
Ability to analyse and impart data	✓		A, I, R
Ability to use email systems to a high standard	✓		A, I, R
Good understanding of Intranets	✓		A, I, R
Calm and organised under pressure	✓		A, I, R
Ability to work in an organised and methodical way	✓		A, I, R
Ability to maintain professional working relationships with staff in school and outside agencies.	✓		A, I, R
Has a positive, flexible attitude to their work	✓		A, I, R
Willing to attend training / meetings as required	✓		A, I
Positive recommendation from all referees, including current employer	✓		R
Has a good attendance and punctuality record	✓		R



How to apply

Application Details

Please use the CES application form from the school website.

For your supporting statement, we ask that you complete this as a **separate document** rather than completing the section in the CES form. Your supporting statement should be no more than two sides in length using font size 11 Calibri / Arial.

Completed Application Forms should be returned to:

Pam Stott, Headteacher's PA, Our Lady's Catholic High School, St Anthony's Drive Fulwood, Preston, Lancashire, PR2 3SQ.

Please note that only application forms obtained directly from school will be accepted.

T: 01772 326913

F: 01772 760212

Email: ptt@olchs.lancs.sch.uk

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Closing date: Friday 17 November 2023 at 12 noon

Interview date: Thursday 23 November 2023