

Job title: Apprentice IT Technician

Contract: Apprenticeship

**Hours/working pattern: 37 Hours a Week - 8.00am - 4.00pm/Monday - Thursday
8.00am - 3.30pm Friday**

Salary/hourly rate: Paid in line with apprenticeship National Minimum Wage

Location: Schools within the Coast & Vale Trust

The Trust

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and *the Scarborough University Technical College* (SUTC) in Scarborough and Lady Lumley's Secondary School in Pickering. Our ambition is to continue to welcome new schools into our trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

The Trust Central Team

The Trust Central Team works on behalf of the Trust Board to ensure that the Trust academies perform at the highest educational levels for both staff and students, while providing a safe environment, and adhering to statutory and legal requirements.

The trust's Director of Learning oversees the educational provision which includes School Improvement Directors and the Scarborough Teaching Alliance.

The trust's Chief Operating Officer oversees the non-educational side of the Trust with teams responsible for Finance, HR, Premises and IT.

The Opportunity

Due to the growth of our Trust, we are looking to recruit an IT Apprentice to support our dedicated IT Services Team. This role will be an exciting opportunity to learn how to work within a fast-paced education environment and gain a level 3 qualification in Information and Communication.

The responsibilities an Apprentice IT Technician will work towards include:

- To provide 1st line ICT support to all Trust users and resolving or escalating helpdesk issues accordingly

- Supporting students and staff with technical issues such as password resets, print credits, restoring files, creating and managing accounts as necessary
- Assist with installation and testing of software where required
- Perform hardware repairs, upgrades, routine maintenance and deployment where required (desktops, laptops, printers, Wi-Fi etc)
- Set up audio visual equipment where required
- Perform routine checks of IT suites and log and resolve issues accordingly
- Maintain and update the asset database
- Monitor the efficiency of the school's CCTV system
- Operate Trust systems and software
- Report on stock levels of consumables and raise purchase requests to line manager as required
- Maintain and support the school's website(s) and digital platforms (YouTube, Kerboodle etc) where necessary
- Maintain and update documentation
- Observe and maintain strict security practises at all times
- Installation of hardware
- Assist in the maintenance and development of the Trusts IT resources

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

Application Process

Please complete the Trust's application form which can be downloaded from NYCC Jobs and email your completed form to *Garry Morrison the Trust's Recruitment Partner* garry.morrison@northyorks.gov.uk Tel: 07814935700

Please contact us if you need an application form in a different format.

We do not accept CVs.

If you would like to discuss this vacancy or arrange to visit us please contact as described above.

Closing date for receipt of applications: **Monday 31st January 2022 at 9am**

We reserve the right to close this vacancy should we receive an overwhelming response.

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social

background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.