



Ridgewood Community High School

INSPIRE TODAY, ACHIEVE TOMORROW



IT SUPPORT

REQUIRED SEPT 2024

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OUR SCHOOL



At Ridgewood Community High School we work alongside parents, students and the community with the intention of achieving solid trusted relationships which ultimately will reinforce the learning experiences for all our students.

We provide a caring and safe learning environment for children and young adults with a wide range of special educational needs and disabilities. Many of our students possess unique talents and abilities which we successfully promote and nurture.



HEADTEACHER'S WELCOME

IAN CARDEN

Thank you for your interest in the post.

On behalf of the governors, staff and pupils, I would like to offer you a very warm welcome to Ridgewood Community High School. Our school provision meets the needs of learners with generic learning difficulties from 11-19. It is a privilege to be the Headteacher, leading an enthusiastic and committed team of staff preparing our pupils for their future lives.

The staff are passionate about providing pupils with meaningful learning experiences which are aimed at promoting their development needs. This commitment to lifelong learning ensures we provide the best education for our pupils encouraging them to engage with, and enjoy, learning new experiences.

There is a range of expertise throughout the school, from our highly skilled teachers and teaching assistants to specialist teams and leaders who strive to encourage the highest levels of achievement for pupils both personal and academic. We are also very fortunate to have an excellent wider community that shares the schools, staff, governors, parents and students' aims and objectives so we greatly value our partnership with the local community. The ethos of all concerned is that we believe working together is the best way to ensure our pupils develop a solid foundation and a love for learning.



JOB SUMMARY



IT SUPPORT

SALARY: Grade 5

The Governors are seeing to appoint a well-qualified, experienced and inspirational **IT Support** officer.

We're looking for a dedicated individual to provide tailored IT support to our school by supporting the use of IT within the school environment through maintenance of ICT software, hardware and related equipment and providing support to staff and pupils to ensure administration and learning outcomes are maximised. Including the offsite premises.

This position is part-time, being Term Time plus 5 INSET days. Please note that the salary quoted is a full-time equivalent. If successful, the salary will be paid on a pro rata basis.

CVs are not accepted. To apply, please complete the application form.

Application forms may be returned to m.siney@ridgewood.lancs.sch.uk

We reserve the right to close down a vacancy early if we receive sufficient applications.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young

Closing date for applications is 5:00pm on Thursday 8th August 2024

Interviews will take place via appointment

IT SUPPORT

Accountabilities/Responsibilities

- Be responsible for the installation and maintenance of computer hardware and software
- Maintain a comprehensive database of network ports, and IT equipment
- Ensure dedicated ICT areas are always kept tidy, clear and maintained
- Check hardware regularly, repairing simple faults and reporting more complicated faults to manage service via the help desk
- Support teaching staff and pupils in technical aspects of ICT
- Maintain and develop network
- To be responsible for setting up audio/visual equipment when required.
- Support adherence to ICT policies, including those relating to safeguarding and internet usage and report any concerns.
- Monitor student computer use for keywords and phrases using dedicated software
- Update the school website and social media accounts when required.
- When appropriate, provide training to staff/students on any equipment or software that the school implements.
- To ensure the safe disposal of ICT equipment/consumables in line with school procedures and legal requirements.
- Co-Ordinated ICT provision with senior management
- Willing to undertake the appropriate training to established own managed service within 2 years
- Willing to work additional hours to support off site premises

IT SUPPORT

Skills Knowledge and Experience

1. Previous relevant experience/ability to demonstrate competence to carry out the job
2. Enhance skills appropriate to the role
3. Understand procedures with regard to safeguarding
4. Beware of best practice regarding working with young people
5. Ability to work as part of a team and individually
6. Strong communication skills
7. To be able to work under pressure and to tight deadlines
8. Able to work on own initiative
9. Experiencing of using and troubleshooting Windows based operating systems
10. Ability to work in accordance with the school's health and safety policies
11. Excellent attendance and punctuality



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Headteacher: Mr I Carden

Deputy Headteachers: Mrs J Lea, Mr R Clegg

