



BROUGHTON

HIGH SCHOOL

Achieving Together

**APPLICATION PACK
FOR
SENIOR ICT TECHNICIAN**

GRADE 6 SCP 11-19

£27,269 - £31,067

(subject to a pay review from April 2025)

PERMANENT, FULL-TIME POST



July 2025

Dear Applicant

SENIOR ICT TECHNICIAN

Full Time, 37 hours per week - start date to be discussed at interview

Grade 6 - SCP 11-19 (£27,269 - £31,067 subject to a pay review from April 2025)

We are seeking a highly skilled and motivated Senior ICT Technician to join our dynamic team. In this role, you will play a crucial part in our transition to a cloud-based system, ensuring a seamless and efficient migration, with the opportunity to work with cutting-edge technologies and practices.

Broughton High School is a wonderful place to come to work. Our motto 'Achieving Together' is really important to us and encompasses every member of our school community. We all work hard every day to provide the best learning and teaching environment for our pupils and each other. We have a highly experienced staff, supportive parents and marvellous, well-behaved children who are a delight to teach. Many staff come to Broughton and stay for many, many years because of the 'family atmosphere' and because they genuinely like working here.

Our recent Ofsted Inspection graded us as 'Outstanding' in all areas. We were especially pleased with the comments made by inspectors about what it is like to attend Broughton High. Inspectors said:

- Pupils at this school are provided with an exceptional education.
- Pupils told inspectors that they love coming to Broughton High School. They described it as being part of a happy and safe family.
- Pupils are kind and care about others. They know about and value each other's differences.
- Pupils make friends easily here. Staff resolve any bullying incidents quickly and effectively.
- Clear and high ambitions are set for pupils, grounded in the school's motto 'Achieving Together.' These ambitions are fully realised.
- Pupils thrive academically, socially and emotionally.
- All pupils, including those who are disadvantaged, and pupils with special educational needs and/or disabilities (SEND), achieve extremely well.
- Pupils enjoy each other's company at social times. They smile and laugh a lot.
- Pupils are fully focused on learning in class. Their behaviour is exemplary.
- Pupils, including those who are disadvantaged, benefit immensely from the vast extent and high quality of the extra-curricular experiences that leaders provide for them. There is something for everyone to join in and enjoy.

Please find further details regarding the position in the application pack.

To apply for this position, please complete the support staff application form, together with a letter of application, **by 12 noon on Monday 11 August 2025** and return to Mrs Annie Follett, School Business Manager, (folletta@broughtonhigh.co.uk).

Interviews for the post will be held on Wednesday 20 August 2025 subject to the availability of the candidate.

Headteacher: Mr David Botes

Applicants should note that the school's child protection policy and practices have recently been reviewed and comply fully with all local and national guidelines.

If you wish to find out more about our school or this position, please contact Mr Graham Kingaby, ICT/Network Manager (kingabyg@broughtonhigh.co.uk) or Mrs Annie Follett (folletta@broughtonhigh.co.uk)

Yours faithfully,

A handwritten signature in black ink, appearing to be 'D. Botes', written over a horizontal line.

Mr D. Botes
Headteacher

Lancashire County Council

Role Profile - Operational Context Form

Post title: ICT Support 3					
Directorate: CYP			Location:	Schools	
Establishment or team:		Broughton High School		Post number:	
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	No
Purpose of the role (job statement) With reference to or guidance from a teacher or senior member of support staff, co-ordinate the provision of ICT support including the maintenance of equipment, use of software and continued effectiveness of a school network for all aspects of learning and administration. Additional Purpose – Part or all of any other equivalent or lesser graded profile undertaken for a minority of the post holders contractual time.					
Accountabilities/Responsibilities – appropriate for this post: Key duties: <ol style="list-style-type: none">1. In consultation with or under the guidance of a teacher or senior member of support staff, co-ordinate the planning, developing and/organising of the school's ICT network.2. Undertake routine maintenance of equipment.3. Ensure adherence to health and safety regulations in relation to ICT equipment used by staff and pupils.4. Advise and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers.5. Develop and implement plans to safely and securely store allocated resources / materials / equipment.6. Update records, including production of reports and analysis of information. Individuals in this role may also: <ol style="list-style-type: none">1. Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources.					
Prepared by:		A Follett		Date:	7.3.2025

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

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 co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile

Level Six – Operative / Support (Grade 6)

Level Six Purpose

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

Scope of Work

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

Accountabilities/Responsibilities

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

Skills, knowledge and experience

- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

Performance Measures

- Completion of work to required standards, deadlines and timescales.



Senior ICT Technician

About Us: We are a forward-thinking educational institution committed to leveraging the latest technology to enhance our learning environment. We are currently transitioning from a traditional server-based Active Directory system to a fully cloud-based infrastructure using Microsoft Entra ID.

Job Description: We are seeking a highly skilled and motivated Senior ICT Technician to join our dynamic team. In this role, you will play a crucial part in our transition to a cloud-based system, ensuring a seamless and efficient migration. You will have the opportunity to work with cutting-edge technologies and practices, including Microsoft 365, Intune, SharePoint, Wi-Fi 7, IP CCTV, telephony systems, mobile device management for Apple and Android devices, and HP/Aruba networking.

Key Responsibilities:

- Manage and monitor ICT systems, including Microsoft 365 services (Office 365, SharePoint, Teams, Intune).
- Conduct regular system audits and performance tuning to prevent potential issues.
- Provide first-line support for ICT issues, resolving hardware, software, and network problems efficiently.
- Ensure classroom technology runs smoothly to minimize disruption to teaching.
- Support teachers and pupils in using Microsoft 365 tools, such as Teams and OneNote Classroom.
- Under the guidance of the ICT Manager, lead training workshops on technology best practices.
- Install, configure, and maintain hardware and software components.
- Manage the ICT asset inventory, including licenses and warranties.
- Support ICT projects, including system upgrades and network deployments.
- Maintain accurate documentation of systems and processes.
- Provide reports on system performance, security, and helpdesk activities to the ICT Manager.
- Work with up-to-date technologies and practices, including Wi-Fi 7, IP CCTV, and telephony systems.
- Manage mobile device management for Apple and Android devices.
- Oversee HP/Aruba networking solutions and ensure robust network performance.

Our ideal candidate would have the following qualifications and experience:

- Solid background in Microsoft 365, Intune, and Entra.
- Experience in managing and supporting ICT systems in an educational environment.
- Level 3 or above related qualification (HNC/D/Foundation degree/Degree).
- Relevant certifications (e.g. Microsoft Certified: Modern Desktop Administrator Associate) are a plus.
- Excellent troubleshooting skills with any ICT-related issues.
- Strong attention to detail and a proactive approach to issue resolution.
- Ability to communicate well with a range of audiences.
- Willingness to continuously learn and adapt to new technologies.

Why Join Us?

- Be part of an innovative team at the forefront of educational technology.
- Work in a supportive and collaborative environment.
- Gain experience with the latest cloud-based technologies and practices.
- Contribute to the enhancement of our learning environment through technology.

If you are passionate about technology and education, and are excited about the opportunity to work with cutting-edge cloud-based systems, we would love to hear from you!



GENERAL INFORMATION

Broughton High School is an 11-16 mixed community high school which caters for pupils of all abilities and backgrounds. The school is situated in a very pleasant location on the northern outskirts of Preston and serves an extensive rural and suburban area. It serves the residential districts to the north of Preston including Fulwood, Ingol, Broughton and Barton, and the rural areas around Woodplumpton, Catforth, Goosnargh and Lea.

At the last Ofsted inspection in September 2022, Broughton was judged to be an **outstanding school** in every respect:

The quality of education	Outstanding
Behaviour and attitudes	Outstanding
Personal development	Outstanding
Leadership and management	Outstanding
Overall Effectiveness	Outstanding

There are currently 926 pupils on roll (6 form entry – standard number 180) with 54 teaching and 45 support staff, including 8 learning support assistants. Since opening in 1975, the school has established an excellent reputation within the area and is heavily over-subscribed each year.

Over the years we have invested in all our facilities. All teaching areas are equipped with interactive whiteboards and teachers/pupils have access to a wide range of IT devices. Significant investment has been made to improve classrooms and each department is refurbished as part of a rolling programme to ensure that the very best possible resources are available to provide the best possible learning environment. We are determined to ensure that our staff and pupils have access to first class resources, enabling the best possible teaching and learning to take place.

Our reputation is built upon the traditions of high academic standards, within a caring and supportive environment, in which we place great emphasis on standards of dress, behaviour, attendance and punctuality. We have high standards and expectations and, through a culture of self-evaluation and improvement, we aim to continue to raise our standards and to improve the quality of education for all our pupils.

Broughton undertakes a leading role in the Preston Primary and Secondary Alliance. As such we have been heavily involved in Initial Teacher Training, CPD and School to School support, placing emphasis on collaboration and working cooperatively with all the other 40+ primary, secondary and special schools in the Alliance.

The school recognises and values the work of all its teaching and support staff and sets out to provide a supportive programme of appropriate professional development. This is central to promoting pupils' effective learning experiences, generating self-esteem and enhancing job satisfaction.

The school has built up a strong academic tradition and enjoys an excellent reputation within the community and with local 16+ educational establishments. The percentage of pupils gaining 5 or more Grade 9 - Grade 4 GCSE passes has consistently been higher than both the county and national averages. In 2024, 84% of pupils achieved a Grade 4 or higher in both English and Maths. 91% of pupils passed English with a 9-4 Grade in Literature or Language. 88% of pupils passed Maths at Grade 4 or higher and 99% of pupils passed Biology, Chemistry and Physics at Grade 5 or higher.

The school offers a broad and balanced curriculum for pupils in both key stages. At Key Stage 3, in addition to the statutory requirements of the National Curriculum, the school delivers Drama and Personal, Social, Citizenship & Health Education. On admission to the school, pupils are placed in mixed ability tutor groups based upon information received from primary schools. From September 2020, we moved away from numerical naming of classes e.g. Set 1 to Set 7, to pupils being allocated a more appropriate teaching group. Pupils of 'middle ability' are now mixed much more evenly.

At Key Stage 4 pupils follow examination courses in the compulsory core curriculum of Maths, English (Language and Literature) and Science together with other various option courses. All pupils have the opportunity to fulfil the EBacc criteria and whilst we encourage pupils to pursue EBacc subjects, we do not insist on this.

Pupil support, guidance and welfare are a high priority within the school and as such, the school fully recognises the contribution it can make to protect children. The school's Child Protection policy complies with both local and national guidance and is communicated to teaching and non-teaching staff, governors and outside agencies all of whom have a child protection role. A key figure is the Form Tutor whose responsibility is to know their pupils as fully as possible and to provide appropriate care and support. Heads of Year are responsible for the leadership and co-ordination of the work of Form Tutors.

Life at Broughton is not confined to academic study. Pupils have the opportunity to participate in a wide range of extra-curricular activities. The school has excellent sporting facilities and pupils enjoy a wide range of sporting activities both internally and in regular competition against other schools and colleges. Music and drama activities are popular with pupils of all ages and regular productions are very well supported. Other activities include Young Enterprise, Duke of Edinburgh Award Scheme, fieldwork and exchange visits to other countries.

We encourage community involvement and the school enjoys the active support of the Parents, Teachers and Friends Association who organise a programme of activities for pupils and parents throughout the year as well as providing financial support for numerous school projects.

The school operates a total non-smoking policy (buildings and premises) and our child protection policy and practices are enforced vigorously in order to protect the welfare of our pupils.

I hope that this information gives you a flavour of life at Broughton. We believe that this is a school with its own unique "family" atmosphere and ethos. You are warmly invited to come and visit us and experience it for yourself.

David Botes, Headteacher
July 2025