



Hope High School



19 December 2025

HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

SCHOOL ICT TECHNICIAN

DOCUMENT CONTROL

Information

Creation date	19/12/2025
Recruitment Lead for post	Andy Argile
Recruitment Lead contact email	sbm@hope.lancs.sch.uk
Template version	Candidate Information pack Support Staff
Category	Recruitment
Role	School ICT Technician
Closing Date	09/02/2026
Interview Date	TBC
Start Date	TBC ASAP
Salary Grade	Grade 5 6 7 depending on experience

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Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We currently have an exciting opportunity for a school ICT technician with the relevant skills and energy to join our amazing school. To help manage the day-to-day ICT needs around the school, from general support to proactive improvements to ICT infrastructure. The role will involve working as directed by the school business manager and liaising with the 3rd party ICT support companies.

We are ideally looking for a person with experience as an ICT technician working as part of a team and independently. The School will also consider college or university graduates looking for their first ICT role, support and training will be provided.

For more information about the school please visit our website www.hope.lancs.sch.uk

Please read the job description and person specification contained within this document carefully.

For more information on the role, informal chat or arrange a visit to look around please contact the recruitment lead for this post Andy Argile on 01695 721066 or email sbm@hope.lancs.sch.uk

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

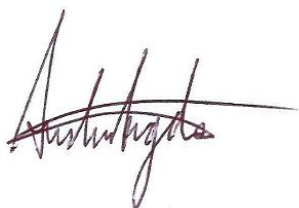
Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Thank you for your interest in the role and we look forward to hearing from you soon.

Andy Argile

A handwritten signature in dark ink, appearing to read 'Andy Argile', with a stylized flourish at the end.

School Business Manager

About the school

Hope High School in Skelmersdale is SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In June 2025, the school was judged by Ofsted as maintained its standards from the previous inspection, as being good in all areas and the school intends to build on this success.

We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and of course classrooms each having the latest learning technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.

Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin

A handwritten signature in grey ink that reads 'H. Dunbavin'.

Headteacher

Personal Specification

Post Title	School ICT Technician	
Grade	Grade 5 or 6 or 7 depending on experience	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R) etc)
Qualifications		
GCSE grade 4 / C English and Maths (or equivalent L2-L3 qual)	E	AF
Relevant IT qualification e.g. NVQ, CompTIA A+, MCP, Apprenticeship.	D	AF
Evidence of recent and relevant training in IT	D	AF
Experience		
Experience working as an IT technician	D	AF/I
Experience working as a Senior IT technician	D	AF/I
Experience in a school setting as an IT technician	D	AF/I
Experience in a SEND school setting	D	AF/I
Knowledge/skills/abilities		
Experience of installing and configuring computer hardware and software	E	AF/I/R
Hardware fault diagnosis and repair	E	AF/I/R
Good working knowledge of PC operating systems, including Windows	E	AF/I/R
Experience of working with and troubleshooting Windows server technologies	D	AF/I/R
Experience of using Microsoft Office and Office 365	E	AF/I/R
Experience of troubleshooting wired and wireless networking	D	AF/I/R
Experience of managing GPO's	D	AF/I/R
Experience managing Microsoft Servers	D	AF/I/R
Experience managing active directory	D	AF/I/R
Experience MDM systems	D	AF/I/R
Personal Qualities		
Ability to relate well to children	E	AF/I/R
Ability to work as part of a team	E	AF/I/R
Flexible attitude to work	E	AF/I/R
Good communication skills (oral and written)	E	AF/I/R
Willing to learn how to operate safely school equipment with the proper training in Science and Design Technology	E	AF/I/R
Other		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake professional development / INSET	E	I

Job Description

Post Title	School ICT Technician
Grade/Salary	Grade 5 or 6 or 7 depending on experience
Location	Hope High School
Responsible to	School Business Manager
Staff Responsible For:	N/A
Purpose of the role (job statement)	
<p>With reference to or guidance from the School Business Manager, 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.</p> <p>Additional Purpose – Part or all of any other equivalent or lesser graded profile undertaken for a minority of the post holders contractual time.</p>	
Main Activities	
Key duties	
<ol style="list-style-type: none"> 1. In consultation with School business Manager, co-ordinate the planning, developing and/organising of the school's ICT network. 2. Asset management of all ICT resources. Recording of status and allocation. 3. Filtering and Monitoring – Support, report and maintain the schools Internet Filtering and monitoring software. 4. Undertake routine maintenance of equipment 5. Ensure adherence to health and safety regulations in relation to ICT equipment used by staff and pupils 6. Update records, including production of reports and analysis of information in relation to ICT systems. 7. Support users (staff and students) with ICT support requests across a range of technologies from but not limited to: - <ul style="list-style-type: none"> • Microsoft Teams • Microsoft Office • Various 3rd party education software • Apple iPad and android tablets • Windows devices – laptops and desktops • Photocopiers • Projectors, Display boards and screens 8. Server and ICT infrastructure Maintenance 9. Setup/configuration of:- <ul style="list-style-type: none"> • Hardware • Software • Creation of users across all platforms 	

Grade and Hours

Post Title	School ICT Technician																																						
Grade/Salary	Grade 5 or 6 or 7 depending on experience																																						
Hours	<p>Term time only – 45weeks 33.5 hours per week – Mon-Fri</p> <p>Will consider more or less weekly hours than the suggested 33.5hours.</p> <p>**Potential overtime in school holidays**</p>																																						
Salary	<p>Pay Range dependant on Experience/Grade/Hours</p> <p>CIRCA £20-27K</p>																																						
Working day pattern	<p>33.5hours per week example shift pattern - TBC</p> <table border="1"> <thead> <tr> <th></th><th>Start</th><th>Break Length</th><th>End</th><th>Hours Worked</th></tr> </thead> <tbody> <tr> <td>Monday</td><td>7:30</td><td>0:20</td><td>16:30</td><td>8:40</td></tr> <tr> <td>Tuesday</td><td>7:30</td><td>0:20</td><td>14:30</td><td>6:40</td></tr> <tr> <td>Wednesday</td><td>7:30</td><td>0:20</td><td>14:30</td><td>6:40</td></tr> <tr> <td>Thursday</td><td>7:30</td><td>0:20</td><td>14:00</td><td>6:10</td></tr> <tr> <td>Friday</td><td>7:30</td><td>0:20</td><td>13:10</td><td>5:20</td></tr> <tr> <td></td><td></td><td></td><td></td><td>33:30</td></tr> </tbody> </table> <p>Flexibility to work late on occasion to carry out maintenance tasks.</p> <p>The above working day pattern is subject to change and flexibility is expected to meet the needs of the school.</p>					Start	Break Length	End	Hours Worked	Monday	7:30	0:20	16:30	8:40	Tuesday	7:30	0:20	14:30	6:40	Wednesday	7:30	0:20	14:30	6:40	Thursday	7:30	0:20	14:00	6:10	Friday	7:30	0:20	13:10	5:20					33:30
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<p>The school encourage applications with varying amounts of experience. The applicants demonstrating previous experience in a similar role and strong skills as per the person specification will be able to command a higher grade.</p> <p>The school would also consider applicants from those looking for slightly less hours, e.g., 4 day per week, please indicate in applicant form. This would be discussed at interview or please email Andy Argile sbm@hope.lancs.sch.uk to discuss prior to application. 25 hours per week minimum.</p> <p>Successful applicants will have grade confirmed prior to appointment.</p>																																							

Additional Information

The above document 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.

Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

Applying

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk