



Trinity High School

& SIXTH FORM CENTRE

Part of Bordesley Multi Academy Trust

ICT APPRENTICE

To work in a supported learning environment to develop the skills and knowledge which will assist the apprentice to complete their qualification and secure employment and progress in their career in the future.

To work as part of the IT Support Team in providing support services to students, staff and visitors.

Working Week (Days and Hours)	Monday – Friday, (35 hours per week)
Weekly Wage	£4.30 per hour (£150.50 per week)
Vacancy Type	Full time, 5 weeks holidays, plus bank holidays
Expected Duration	12 - 15 months

MAIN DUTIES AND RESPONSIBILITIES

1. To undertake a development programme leading to a National Vocational Qualification as part of an apprenticeship
2. To actively participate in their own development plan which will be agreed with the line manager and the assessor from the training provider
3. To take part in meetings, supervision, training as requested by the line manager
4. As directed, undertake a work programme in the IT Support department to develop practical skills and knowledge of technical support duties, including (but not limited to):
 - Learn about the hardware and software used in school in order to;
 - Deal with day to day staff and student IT problems; log issues and communicate with staff and students about progress
 - Assist the Network Manager in operating the IT resources of the school in the short and medium term to ensure they are used efficiently and effectively
 - Promote the use of IT in the school
 - Assist the Network Manager in keeping an inventory of School IT and other resources

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of duties or level of responsibility entailed.

DESIRED SKILLS

- Excellent IT skills and aptitude for work in this field
- Educated to at least good GCSE standard
- Good verbal communication skills and ability to interact with students and staff
- Reliable
- Punctual
- Ability to follow spoken and written instructions
- Willingness and ability to respond positively to feedback and constructive criticism
- Sense of humour and positive, “can do” attitude
- Excellent organisational skills
- Enthusiastic, committed to the work involved and completing the apprenticeship qualification

DESIRED PERSONAL QUALITIES

- Reliable
- Punctual
- Ability to follow spoken and written instructions
- Willingness and ability to respond positively to feedback and constructive criticism
- Sense of humour and positive, “can do” attitude
- Excellent organisational skills
- Enthusiastic, committed to the work involved and completing the apprenticeship qualification

DESIRED QUALIFICATIONS

- Holds GCSE Maths & English and ICT - Grade 5 or above
- Interest in pursuing a career in IT

To register interest in this apprenticeship, please visit Trinity website and complete an application form, www.trinity.worcs.sch.uk