



LETTER TO APPLICANTS

Dear Prospective Candidate,

Thank you for your interest in the post of IT & Media Assistant in the *Ashington Learning Partnership*. The *Ashington Learning Partnership* consists of two large primary schools (Bothal Primary School and Central Primary School), which collectively cater for over 1,500 pupils. The two schools are led by an Executive Principal and experienced Senior Leadership Team. Each school operates a lower and upper site provision and all four sites are based within the semi-rural town of Ashington, Northumberland.

We are very proud of our schools and work hard to ensure that they are vibrant and exciting places for young learners to be. We are fortunate to benefit from specialist facilities as well as modern buildings and grounds which allow us to provide a safe and stimulating learning environment for our whole community.

Both schools are at the heart of a very close community and work in collaboration with local businesses, parent groups and external agencies to extend learning beyond the classroom and into the lives and homes of the community that we serve.

The position of IT & Media Technician means you will be working in a small, close-knit team looking after all four sites. Main duties include creating and designing resources, keeping the school websites and social media platforms updated and using Google services to create and manage accounts. There are also exciting STEM resources such as the laser cutter and 3D printer that you will receive training on, with the view to helping and supporting with. This is an exciting role for a self-motivated and creative person.

The role is for 3 days per week, or 22.5 hours worked over the week. We are prepared to be flexible on this for the right candidate.

The ALP has not yet undergone Single Status but will complete a job evaluation process in due course. Pay, terms and conditions are therefore subject to change.

Application Process

An Application Form is included in the pack along with completion guidance and this should be returned to us. A Job Description and a Person Specification is also included for your information. A Child Protection Policy and Equality Policy are also included. If you would like any further policies or information, please contact our HR Assistant on jayne.hawkins@alptrust.co.uk. Application forms and letters should be returned by post or email to Bothal Primary School, High Market, Ashington, Northumberland, NE63 8NT or jayne.hawkins@alptrust.co.uk by 9am on Monday 29th July 2019. Further details of the interview process will be sent to shortlisted candidates by email and are expected to take place in the week commencing 27 August 2019.

Visits are warmly welcomed and these can be arranged by contacting Ross Crichton, Network Manager, on 01670 812360.