



Bishop Chadwick
Catholic Education Trust

APPRENTICE IT ENGINEER

CEO: Mr T.B. Tapping

We are seeking to appoint an Apprentice IT Engineer.

Bishop Chadwick Catholic Education Trust is looking to appoint an apprentice IT Engineer to join their expanding IT support service. The successful candidate will assist the team in installing, configuring and maintaining servers, desktops, laptops and other mobile devices. You will gain a wealth of experience in the administration and troubleshooting of many IT systems. Applicants should have high aspirations for their career, be passionate about technology as well as have a desire to improve the outcomes of the pupils and communities that we serve. This is an exciting opportunity to develop your skills in a service that is designing a first-class IT solution.

This programme will provide participants with opportunities to develop skills whilst gaining hands-on experience in a wide range of IT functions. With potential opportunities for in-house career development and training, an apprenticeship at BCCET could be the perfect opportunity for anyone looking to develop their skills in the IT industry.

- Support the IT Service with the maintenance and development of software and hardware, school network and broadband connections.
- Troubleshoot across the network including but not limited to imaging of PC's and iMacs, security patches and updates, repair/replacement of faulty components in computers, laptops, iPads, projectors, printers and other school ICT equipment.
- Install new software as appropriate.
- Support in the implementation of web-based teaching and learning technologies such as Office 365 and G Suite.
- Correct faults as they occur on the network.
- Proactively searching out potential technical issues, identifying possible risks and suggest solutions.
- Assisting the IT Team in updating technical documentation as major changes are implemented.
- Support the IT Team in the implementation of any new initiatives as appropriate.
- Staff the Trust helpdesk on any computer/ICT related enquiries, escalate any queries where necessary.
- Making sure that calls assigned to the postholder adhere to the agreed SLA.
- Carry out routine ICT procedures such as ensuring daily backups are carried out and checks of equipment.
- Support and maintain appropriate e-safety policy and practice.
- Seek appropriate support assistance from Helpdesks, LA and Websites as required.
- Assist the IT Team in the replacement and record keeping of key consumables required.
- Provide support to staff and pupils, where required and appropriate. This may include in class support and working directly with pupils.
- Be responsible for maintaining efficient records of hardware via the Trust inventory and efficient management and recording of software licensing agreements.
- Support and maintain the Trust's phone system.
- Upload items to websites and support the development of these websites where necessary.

- Ensuring that all administrative duties, checks, documentation, are completed accurately and submitted within required deadlines.
- Embrace the Trust's vision in "*Better Schools, Better Communities, Better Futures in Christ*", supporting colleagues to achieve their outcomes and work with purpose and direction to implement the Trust's priorities.
- Value diversity, celebrate equality, involve, and empower people, encourage innovation and promote a clear customer focus and performance culture.

Salary: Basic apprenticeship wage - National Minimum Wage

Start Date: as soon as possible

Completed application forms should be submitted by email to recruitment@bccet.org.uk by 9am on Monday 18th October 2021. Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact recruitment@bccet.org.uk

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.