

APPENDIX 1

SCHOOLS HUMAN RESOURCES SERVICE

REQUEST FOR SCHOOLS VACANCY ADVERTISEMENT

ADVERT TEMPLATE AND CHECKLIST

This form must be completed in full and sent by email to schools.adverts@walthamforest.gov.uk

All requests for advertisements received by **midday on the Friday** will appear on the website by **Monday evening** and will be displayed in the job list published on the **Tuesday**.

Details Required for Placing of Advert	
Job title	ICT Technician
Position type	Teacher ☐ Head Teacher ☐ Support Staff ☒
Number of positions available	1
Name of School	Norlington School and 6 th Form
Address/Location of School: (including post code)	Norlington Road, Leyton, London, E10 6JZ
Contract type (eg perm, temp, fixed term contract etc)	Temporary contract, 1 year
Grade/pay range	Scale 3, Point 5-6
Salary details (annual)	£22,185 - £22,585
Actual pro rata salary if part-time	£22,185 - £22,585
Allowances (eg SEN, TLR – with amount)	Nil
Working hours	36 hours
Working pattern (eg FT, PT, TTO)	Full time
Email address or postal address for return of applications	anikulin@norlington.school Norlington School and 6 th Form Norlington Road, Leyton, London, E10 6JZ
Closing date	08/12/2021 12pm
Interview date	Week commencing 13/12/2021
Please Attach in Word Format	
Job Description & Person Specification	Please attach
Any additional Information	Please attach
Please provide if required	
Web links to any further information	http://www.norlington.net/our-school/vacancies/

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Any other information required	No
Advert to be placed in TES	YES/ <u>NO</u> (delete as appropriate) (If yes a member of the HRTT team will contact you shortly)

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ICT Technician Pay Scale: Scale 3 Point 5-6 £ £22,185 - £22,585

Hours and Contract: Full time, 36 hours a week, 52 weeks Temporary for 1 Year

Norlington School and 6th Form is a 11-16 boy's school with a mixed 6th form school. Over the past 5 years the school has transformed itself into one of the highest performing schools in the country and has been recognised by the Minister for State Schools on three separate occasions for student achievement.

Norlington was judged to be a 'good school' by Ofsted;

- 'Students make excellent progress'
 - 'Students behave well in lessons and around the school. They enjoy coming to school.'
- '..Leaders have a relentless drive for continuous improvement'

The Network Support Team wishes to appoint an ICT Technician to join the school, the primary role will be to provide technical assistance to maintain ICT infrastructure, hardware and software in order to support the delivery of the curriculum and facilitate a dependable service. The school has had a significant investment of infrastructure and equipment. The school runs a superfast 500Mbps fibre optic broadband connection.

Applicants should have relevant experience, a thorough knowledge of ICT equipment good problem solving skills and good communication skills. Training will be provided onsite on all the software and hardware the School uses.

Norlington School and 6th Form is committed to safeguarding and protecting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS Disclosure.

Application form for Support Staff and further details are available on the school's website <http://www.norlington.net/our-school/vacancies/> .

Completed application forms are to be emailed to: anikulin@norlington.school

Closing date: **Monday 8 December 2021 at midday**

Interviews scheduled for: **Week-commencing 13th December 2021**