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| **Post To Be Advertised** | |
| **Reference number:** | |
| **Please type advert wording as you wish it to appear** | |
| **School** | St Thomas More R C Academy |
| **School address (please ensure that the school’s full address and post code are shown)** | Lynn Road, North Shields, Tyne and Wear.  NE29 8LF |
| **School telephone number** | 0191 2588360 |
| **School e-mail address** | cmarshall@stmacademy.org.uk |
| **Post title** | ICT Technician |
| **Permanent / Temporary**  **(if temporary, until when)** | Permanent |
| **Hours per week** | 37 Hours per week worked over 5 days, Monday to Friday. |
| **Salary scale/grade** | Grade 5 Point 7-9 (£19,554 - £20,344 pa) |
| **Please indicate if the post is on a equated basis (term time only) or non equated basis (works school holidays)** | Non equated basis.  23 days (rising to 28 days after 5 years service) paid holiday entitlement plus bank holidays and 2 week Christmas closure accrued over the year through working additional 1hr 10 mins each week (on top of 37 hours). |
| **Date on which appointment is to commence if known** | As soon as possible |
| **We wish to appoint an**  St Thomas More RC Academy is seeking to appoint a professional, friendly and reliable individual as an ICT technician. Reporting to the Academy’s ICT Network Manager the post will provide ICT support to our Academy and our wider family of schools.    The role includes delivering responsive and planned maintenance for ICT equipment, the installation of such equipment, assisting staff and students with software access and usage difficulties and the maintenance of ICT controls. This may be at St Thomas More RC Academy, or one of our local partner schools, therefore a full driving licence and use of your own car for travel to other schools is essential.    Alongside your strong ICT skills the postholder must deliver excellent customer service at all times, dealing promptly and effectively with students and staff in a calm and friendly manner.  You may be an experienced ICT technician, or recent college/university leaver with an ICT qualification looking to make their first significant step into an ICT support role. We welcome applications from candidates with any relevant background providing they feel they have the character and knowledge outlined in our Person Specification.    Person specification, job description and application forms and further details are available on the school website: www.stmacademy.org.uk. Please return completed applications to cmarshall@stmacademy.org.uk.  *St Thomas More is committed to the safety and protection of its students. The successful applicant will be required to undergo an Enhanced Disclosure check via the Disclosure and Barring Service together with other relevant employment checks deemed appropriate.* | |
| **Please complete on separate sheet if necessary** | |

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| **Application forms/further details available from/return to:**  **(any special instruction e.g. send S.A.E.)** | **Miss C Marshall**  **(Email and school website)** |

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| **Publication(s)\*** | | **Insertion Date(s)** |
| Teamwork (adverts received by Friday noon will appear the following Monday) | |  |
|  | | ASAP |
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| **Adverts for the T.E.S\*\*, please indicate which section e.g. Secondary English** | | |
| **Any special instructions**  **(e.g. school logo, border etc.)** | N/A | | |

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| **Closing date and time (if no time is indicated we will assume 11.59pm)** | 3pm on Friday, 4 September 2020 |

\*Unless specified online adverts will appear in conjunction with the Teamwork advert

\*\*For TES adverts please state the web package you require (Bronze/Silver/Gold) and also please provide a layout of the advert as you wish it to appear.