



Hurstmere School

Recruitment Pack IT Apprentice



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



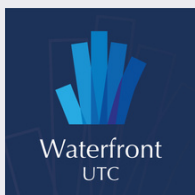
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



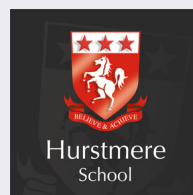
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



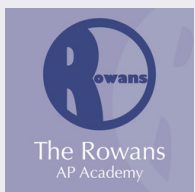
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Hurstmere School



A very warm welcome to Hurstmere School and thank you for your interest in our school. This is a very exciting time to be joining our Hurstmere community, having recently received the best GCSE results in the school's history. Hurstmere School is a popular, non-selective secondary academy for boys aged 11-16, with a strong sense of community and determination to succeed in all we do.

Our vision is for our students to **'Believe and Achieve'**; to be the best that they can be. By promoting high aspiration and fostering a confident self-belief that with hard work and determination, there are no boundaries to what they can achieve.

During their time with us, students develop the character traits and values of our RTRAILS - Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief. Hurstmere offers a supportive and inclusive environment that celebrates and welcomes diversity. We expect everyone in our community to have the highest expectations of themselves and of each other. We offer all students, regardless of their starting point, the very best chance of academic success by delivering a curriculum which gives our students the foundations to fulfil their ambitions.

Mrs Bennett, Principal

Why choose Hurstmere School?

- Students are encouraged to fulfil their ambitions outside of the curriculum, including Sports Leadership, DofE, the Bexley School Games programme, and access to a bespoke TV studio and recording studio.
- Our pastoral team place value on personal wellbeing and development, looking after the whole student.



NOR

966



Age Range

11-16



PP

16.4%



FSM

15.3%



SEN

22.5%



EAL

8.9%

Job

Description

Job Title:	IT Apprentice Level 3
Location:	Hurstmere School
Department:	Central Service - IT
Remuneration:	Apprentice Minimum Wage
Contract Type:	Fixed Term (12-18 months)
Reporting to:	Head of IT

Core Purpose and Scope

The IT Apprentice will serve as a member of the Central IT Team, fulfilling professional duties within one of our Academies as outlined below. These duties will be performed as needed and in alignment with the Trust's policies, under the supervision of the Head of IT. The IT Apprentice is expected to fully endorse and support the vision, ethos, and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity.
- Regular opportunities for collaborative CPD to ensure best practice across academies.
- A proactive network for joint working across academies, for staff at various career stages.
- The highest standards of behaviour and conduct are achieved through clear expectations and positive relationships.
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos.
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust.
- Each academy is a hub for its local community and families.
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should always behave professionally, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Purpose of the Job:

We are looking to recruit an IT Apprentice who is a hardworking, organised individual with flexibility and a willingness to learn, who will be based at Waterfront UTC. You will be working towards an Information Communications Technician Level 3 Qualification.

Main duties and responsibilities (Accountabilities):

- Support School users to meet the academic, pastoral and administrative needs of the school.
- Helping resolve IT/technical incidents for a range of devices (PCs, laptops, tablets, printers/scanners and interactive boards, etc.).
- Managing service desk incidents and IT support requests from receipt to resolution & closure.
- Providing excellent customer service to end users, such as staff & students.
- Promptly completing any admin paperwork/documentation.
- Ensuring service level agreements are met.
- Password resets for school systems.
- Help maintain accurate user accounts and permissions.
- Assisting with strategic alignment.
- Assisting with Trust IT projects (this will include travel to other trust schools on occasion).

This post's duties may vary according to the changing needs of the Trust services.

Additional Duties:

- All staff, with the support of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

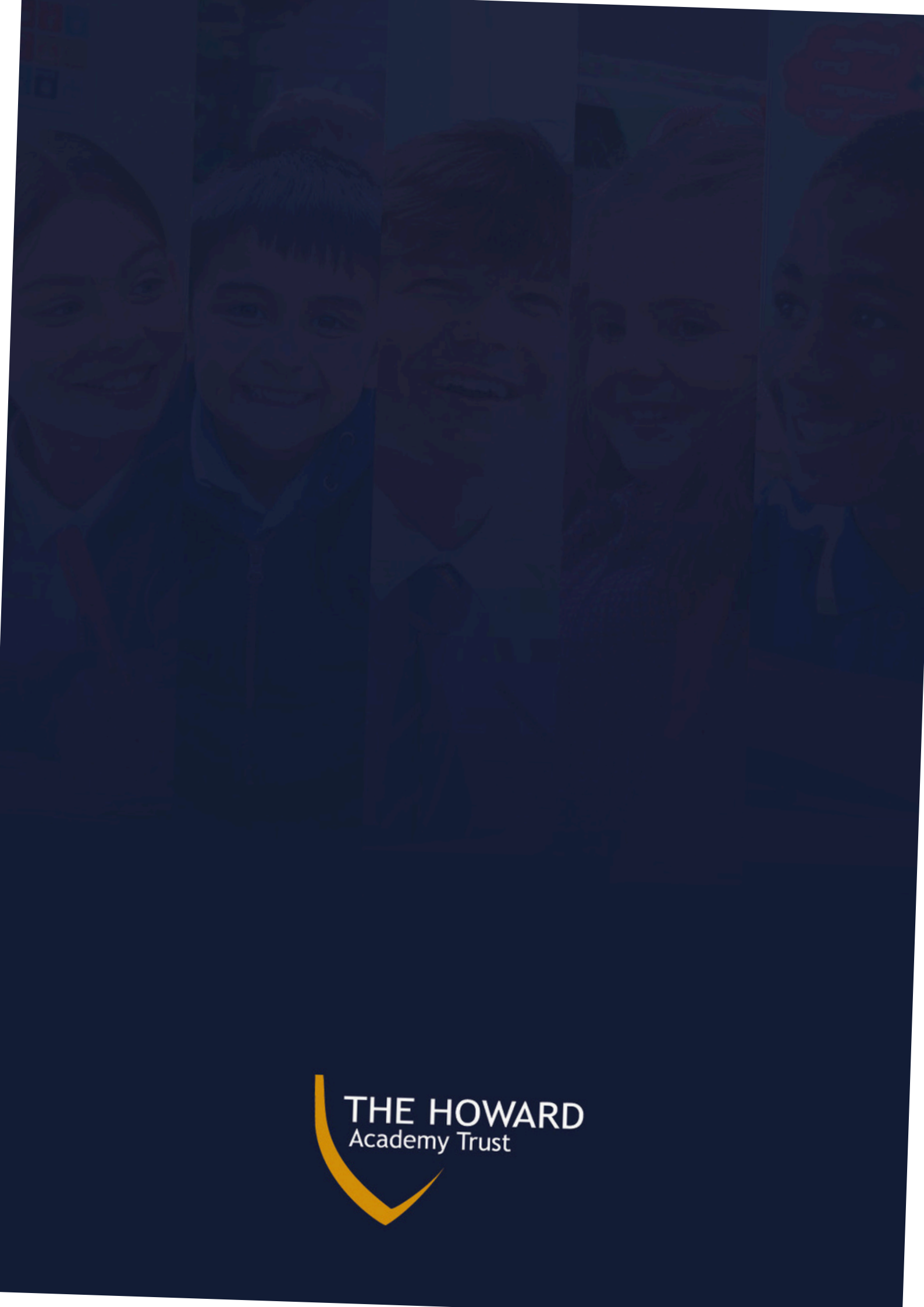
An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: IT Apprentice

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Maths & English GCSE or equivalent Grade C and above • Good ICT skills 	<ul style="list-style-type: none"> • A+, N+, Google Foundations, MCSA, • Qualifications
Knowledge and Understanding	<ul style="list-style-type: none"> • High degree of accuracy • Good working knowledge of IT packages. • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies
Personal qualities	<ul style="list-style-type: none"> • Good communication skills including written and oral • Good team player and self-starter • Good organizational skills • Ability to create a happy, challenging and effective learning environment • A solution-focused mindset and determined "no-excuses" approach to delivering the best service for our schools • A personable nature to build effective relationships • Ability and keenness to promote the Trust's positive culture and ethos • Understands the importance of confidentiality and discretion 	<ul style="list-style-type: none"> • Can drive or learning to drive



THE HOWARD
Academy Trust