

ICT Technician Apprentice

Future Schools Trust



Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.



A great place to be



Future
Schools
Trust

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Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.futureschoolstrust.com/vacancies.

Best wishes

A handwritten signature in dark ink, appearing to read 'Isabelle Linney-Drouet', written in a cursive style.

Isabelle Linney-Drouet
Chief Executive Officer

Post:	ICT Technician Apprentice
Academy:	Future Schools Trust
Department:	ICT
Responsible to:	ICT Manager
Salary:	Apprentice Pay Rate
Working pattern:	37 hours per week, 52 weeks per year

Purpose

The ICT department serves nearly 3500 users and you will be working in a team of dedicated technical staff who strive to ensure an excellent level of service is maintained for all users. You will be part of a dedicated customer focused technical team working on the ICT helpdesk solving hardware and software faults. You will assist the Academy to deliver ICT in innovative and exciting ways and have a part in the development and implementation of new technologies in education. You will be responsible to the ICT Manager who will oversee your work. Daily duties will be set by ICT Manager.

Accountability

- Work within the ICT Helpdesk solving hardware and software faults with teacher and student laptops, desktops and tablets.
- Logging laptops/tablets with manufactures for warranty/insurance repairs if fault can't be fixed on site.
- Assist the ICT Manager when needed in the resolution of laptop/tablet problems. Ensuring the smooth running of the school laptop deployment.
- To be deployed as the ICT Manager requires including across Trust work at critical times, to enable the Trust to ensure the highest possible standard of service to all of its clients.
- Help training of staff to enable teachers to teach their lessons effectively.

- Resolve issues with audio and visual equipment and printers.
- Help staff and students with password resets on our Office365 and Active Directory systems

Person Specification

- Undertaking college course in relation to the apprenticeship scheme. Trust will allow time to complete this and fully support the person throughout the course.
- Ability to work on own initiative is essential.
- Ability to prioritise work effectively.
- Able to meet constant deadlines.
- Excellent communication skills are essential.
- Have an interest in computing.

Organisation

The post holder will be line managed by the ICT Manager who will set daily tasks. Provide support to the Trust helpdesk.

This is a key role within an Academy and the post holder will have daily contact with staff and students to enable individuals to carry out their duties. In addition the post holder would be expected to liaise with outside agencies and contractors.

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.futureschoolstrust.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 27 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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Cornwallis Academy
Ambitions for All



New Line Learning Academy
Believe and Achieve



Tiger
Primary School



Tiger Cubs
Day Nursery

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