



**TUDOR
HALL**

IT Technician Apprentice INFORMATION PACK



The Schools

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2023 42% of A level grades were A*/A and 68.8% A*-B. At GCSE, 49.4% of grades awarded 9-7 (A*-A) which is above the Independent School sector average and 79% of grades were awarded 9-6 (A*-B).

Carrdus School

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3 to 11 years old. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



For further information about the schools, please visit www.tudorhallschool.com and www.carrdusschool.co.uk

IT Technician Apprentice

About the Role

We are pleased to offer an exciting opportunity for an IT Technician Apprentice at Tudor Hall School, one of the UK's leading girls' boarding schools. This role requires a proactive individual to support the IT infrastructure by addressing user issues, implementing IT policies, and ensuring optimal network performance. The successful candidate will demonstrate flexibility and readiness to work beyond typical hours when necessary to meet service demands.

Duties and Responsibilities

The specific responsibilities for the IT Technician Apprentice include, but are not limited to:

- Provide 1st line support for all IT-related issues, logging and escalating problems as needed.
 - Maintain continuous communication with users, ensuring issues are resolved efficiently.
 - Participate in the development and implementation of IT projects, collaborating closely with team members to meet deadlines and achieve project objectives.
 - Manage and support school AV equipment and assist in various school events such as assemblies, meetings, and open days.
 - Handle general physical tasks including the installation and maintenance of computers, printers, and other IT equipment.
 - Diagnose issues with PCs, mobile devices, and applications, and advise on compatibility based on user needs.
 - Support the deployment of software and educational technology tools, including the management of a 1:1 device program for students.
 - Provide individual and group training to enhance the use of ICT across the school.
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Skills

- Proficiency in fault-finding and diagnostic techniques.
 - Excellent communication skills and strong proficiency in English and numeracy.
 - Experience with Windows desktop operating systems (Windows) and iOS.
 - Ability to work under pressure, manage a varied workload, and resolve technical issues swiftly and efficiently.
 - Organised, methodical, and capable of following through to resolution.
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Personal Qualities Required:

The successful candidate will be expected to:

- Team-oriented yet able to operate independently.
 - Commitment to maintaining confidentiality regarding all school matters.
 - Strong collaboration and teamwork skills, capable of manual handling tasks.
 - Be in sympathy with the Christian ethos of the school;
 - Be an ambassador for Tudor Hall at all times.
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Qualifications

- Minimum 5 GCSEs grades 9-4 or equivalent, including English Language and Maths.
- Two A Levels Grades C or above; BTEC National Diploma DMM or Access to HE qualifications with 9 Distinctions and 36 Merits or equivalent level 3 qualifications worth 112 UCAS points OR five GCSEs Grades A-C or 4-9 including Maths and English

Training and Future Prospects

- Level 3 Apprenticeship in IT support technician otherwise known as digital support technician
 - Potential for a permanent position upon successful completion of the apprenticeship.
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Terms and conditions as per Employment Contract

Post:	IT Technician (Level 3 Apprentice)
Hours:	Full time Working hours will need to be flexible but will be 37.5 hours per week worked between 08:00 – 18:00, working pattern to be agreed on a weekly basis. There may be some occasional Saturday working.
Term:	Fixed Term with the potential for a permanent contract.
Salary:	£16,000 - £18,000 per year. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 st September each year.
Probation period	Six months
Holidays:	6.6 weeks holiday to be taken in school holidays. Bank holidays that fall in term time will be working days.
Pension:	Your service with the School is pensionable under the school's defined contribution pension scheme for support staff. Full details of both schemes will be provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: i. in the first three months of service – 7 days ii. in the first year of service, after three months – 4 weeks
Notice:	By you giving the School not less than four weeks' written notice of termination of employment. By the School giving you written notice of termination of employment as follows: during the first four years of continuous employment not less than four weeks' notice; during the fifth to twelfth years of continuous employment not less than one weeks' notice for each complete year of continuous service; after twelve years of continuous employment not less than twelve weeks' notice.
Benefits:	Free meals when available, 40% day fee pupil discount at Tudor Hall and 40% day fee pupil discount at Carrdus School (excluding Nursery), pro-rata for part-time staff.

How to apply

Send a covering letter addressed to the HR Manager Mrs Nicole Hamilton summarising your suitability for the post along with a completed application form by email to: recruitment@tudorhallschool.com.

For questions about the role please contact Mr Paul Smith, ICT Network Manager on PSmith@tudorhallschool.com or 01295 263434.

The closing date for applications is 13.00 Wednesday 31st July 2024, interviews will take place the following week.



TUDOR HALL

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