



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**IT TECHNICIAN**  
**APPLICANT PACK**

**JANUARY 2026**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of IT Technician at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

As the school has grown, so too has our need for IT support for both staff and students; as a result, we are now seeking an IT Technician to join us! Our new IT Technician should be knowledgeable, enthusiastic and keen to work in a school environment where all stakeholders are highly valued. They should enjoy being part of a team and thrive in the dynamic and spontaneous environment of a school.

Hartford Church of England High School is blessed with exceptional facilities across a large site, with suites of new facilities – including a new projection system in the sports hall as well as brand-new IT classrooms - alongside an expanse of green spaces. We are an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

If you are considering applying for this role you are more than welcome to come and visit the school to find out more and to meet our fantastic students and staff first hand. Should you wish to do this please contact Sara Morris, Business Manager – Personnel by email - [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk) - who will be more than happy to arrange this for you.

Should you choose to apply for the role of IT Technician, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

## KEY INFORMATION

**Job role:** IT Technician

**Starting Date:** As soon as possible

**Salary:** Grade 4 SCP 4 – SCP 6 £25,185 - £25,989

**Contract Details:** 37 hours per week, full year

**Closing Date:** Monday 2nd February 2026 at 9:00am

**How to Apply:** Applications only accepted on completed school application forms and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk).

### **Benefits:**

For the successful candidate we offer a range of benefits to colleagues including:

- 26 Days Annual Leave plus Bank Holidays
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

# JOB DESCRIPTION

## ICT Technician

Grade 4 SCP 4 – SCP 6

---

The role of ICT Technician at Hartford Church of England High School is to:

- Set-up hardware and other associated devices for staff and students, to include laptops, computers and printers.
- Provide classroom support to teachers using the computer systems, including informing teaching staff of any known software or hardware problems and loading the printers with appropriate consumables, to enable the staff to meet the needs of the curriculum.
- Complete minor repairs to equipment and cabling where the fault is obvious and provide on-the-spot advice to other members of staff regarding such matters, to ensure maximum availability and usage of equipment.
- Generate, extend and maintain computer networks (including the installation of new software, ensuring anti-virus and other utility software is up-to-date and effective, and the performance of network management tasks is excellent) under the direction of the Strategic ICT Manager; to provide a user-friendly interface for all users.
- Provide software support for all users by being familiar with the current software and, where appropriate, producing user-friendly guides, under the direction of the Strategic ICT Manager, to enable the systems to be fully used by all staff and students.
- Assist with e-mail, internet, printer-related and other associated activities.
- Support Arbor system management and administration work and liaise/consult with the Arbor help desk as necessary to resolve system problems and issues.
- Ensure that all presentation software and hardware is fit for purpose, supporting with assemblies, parents' evenings and other events as appropriate.
- Support the work of the Strategic ICT Manager in managing the security of data for the school, to include the management of the CCTV system, EntrySign and GDPR practices.
- Undertake personal professional development so that there is up-to-date knowledge of developments in ICT within the ICT department, ensuring that, alongside the Strategic ICT Manager, the school responds in a timely manner to any changing requirements.



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

## Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Strategic ICT Manager in relation to the role.
- Additionally undertake:
  - ⇒ Fire marshal and first aid duties where applicable
  - ⇒ Duties during the working day
  - ⇒ All professional development as required for the role.
  - ⇒ Full participation in the performance management and appraisal process
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

## Responsible to:

- Strategic IT Manager



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

# PERSON SPECIFICATION

## Receptionist - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE Level with Grade 4, Grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Formal qualifications relating to the role of IT Technician</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Understanding of hardware and software products</li> <li>Understanding of Interactive Whiteboards or Screens and Projectors</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to troubleshoot and deal with Computer/Laptop issues.</li> <li>Ability to troubleshoot and deal with network and WiFi issues</li> <li>Ability to troubleshoot and deal with printer issues</li> <li>Ability to troubleshoot and deal with A/V issues with computers with multiple outputs</li> <li>Ability to work within set time constraints</li> <li>Organisational and liaison skills</li> <li>Ability to work as a member of a team</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Willingness to work in an environment supporting a strong Christian ethos</li> <li>Enjoyment of working with others and making a difference</li> <li>Flexibility</li> <li>Sense of humour</li> <li>Interest in education</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL



# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL