



Hardenhuish School

A High Performing Academy

January 2021

Dear Applicant

Thank you for the interest you have shown in our full-time vacancy for an **ICT Technician** here at Hardenhuish School.

We wish to appoint, for an immediate start, an enthusiastic, knowledgeable and flexible ICT Technician to join our dedicated ICT Support Team within this high performing school. Candidates will ideally have experience in working with common hardware and software in a mainly Microsoft environment. This varied role requires an active interest in emerging and existing technologies, and the ability to quickly learn and develop new skills. Strong communication skills, patience, and the ability to prioritise a large volume of tasks are essential.

This position is for 37 hours per week, Monday to Friday 8am to 4.30pm, will be worked all year round on a fixed-term basis until 31 August 2021.

I hope you will pursue an application for this interesting and rewarding role. Please send your completed application and equal opportunities forms to Human Resources at hr@hardenhuish.wilts.sch.uk. All information provided on your application form will be stored, processed and shared in accordance with our Data Protection Policy which is available on our website.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people and, as such, has robust safeguarding policies and procedures. We expect all staff and volunteers to share this commitment and our application pack includes the School's Safeguarding Child Protection Policy with Handbook. Please note, shortlisted applicants will be expected to respond appropriately to safeguarding questions at interview and the successful candidate will be required to complete an enhanced DBS disclosure.

The closing date for this post is **8.30am on Wednesday 13 January 2021**, with interviews being held within a week of the closing date. If you have not heard from us within this time frame, I am afraid that on this occasion your application has been unsuccessful. Unfortunately, due to the high response rate that we receive for posts such as these, we are unable to offer feedback on individual applications which are not shortlisted for interview.

Thank you again for your interest in Hardenhuish School and I hope you will pursue your application.

Yours sincerely

Lisa Percy

Lisa Percy
Headteacher