



## Job Vacancy

### Assistant IT Technician - Apprenticeship

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| <b>Hours of work:</b> | 37 hours per week, Monday to Thursday, 8.30 am to 4.30 pm and Friday 8.30 am to 4.00 pm. |
| <b>Contract type:</b> | Initially, a two-year fixed-term contract  |
| <b>Start date:</b>    | As soon as possible  |
| <b>Salary:</b>        | Please see job description   |

Located on an attractive campus close to Huddersfield town centre bus and train stations, adjacent to the picturesque Greenhead Park and an easy commute from much of the North West and Yorkshire, Greenhead College has been providing the highest quality academic Sixth Form College education in the area for over 40 years.

Greenhead College is an outstandingly successful Sixth Form College with 2,800 16-19 year old students following advanced level courses. The College has a long history of exceptional examination results and sits near the top of the national sixth-form college performance tables, meaning it is one of the very best in the country.

We are very proud of our students' achievements and we have a strong ethos of ambition and aspiration which runs through all aspects of College life. The philosophy of the College is based on the understanding that each student is to be valued as an individual. The College is heavily over-subscribed; there are almost double the number of applicants as there are places to accommodate them.

The College is a great place to work, with a warm, inclusive atmosphere between all staff and students. The staff are recognised for their hard work and the College offer a wide range of employee benefits such as free onsite staff carpark, generous holiday entitlement, a significantly enhanced occupational pension scheme, free use of the College gym, cycle to work scheme, plus many more.

The College wishes to appoint an Assistant IT Technician Apprentice to join the Network Team.

The person appointed will be the 'junior' member of the team, consisting of six other experienced IT staff.

The role is to provide first line support to the users of the College's IT Systems and would appeal to someone who is prepared to carry out routine tasks carefully and responsibly, follow directions vigilantly and work effectively with others in the team, with the capacity to work independently as needed.

Training in many of the tasks involved will be given by the existing team. The successful applicant will also be required to complete the Level 3 Infrastructure Technician Apprenticeship qualification (or similar qualification – to be discussed/agreed with the successful applicant). The full cost of the qualification will be met by the College.

Applications are invited from individuals with a good standard of education (minimum grade 4 GCSE English) and a basic understanding of computer operating systems, mobile devices and other tech products and desktop applications.

The full list of criteria required for this role is within the person specification attached. Please indicate how you meet these when completing your application.

If you are interested in this vacancy, please visit the Greenhead College website to complete and submit the following documents:

- Greenhead College application form;
- Equality and Diversity form;
- A supporting letter of application, with CV, if you consider it useful.

All applications should be submitted to Jen Rothery, Human Resources Advisor, as an email attachment to [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk)

The closing date for applications is Monday 8 August 2022 and interviews will be held shortly after.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.