

Dear Applicant

Thank you for requesting details of the post of Apprentice ICT Support Technician at Newcastle High School for Girls. I hope that the enclosed information will encourage you to apply for this role in our successful and happy school. You will also find the School offers a very pleasant and supportive atmosphere in which to work.

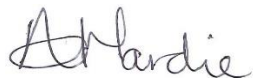
I regard every member of staff as extremely important. It is essential that anyone joining Newcastle High School for Girls has the ability and drive to help us improve further by participating wholeheartedly in all aspects of school life and promoting our ethos.

We are all committed to helping every individual in the School, both staff and pupils, achieve their full potential. We have a thorough Induction Programme for all staff and the Staff Room is lively and welcoming.

Extensive building and refurbishment programmes in recent years mean that both our Senior and Junior School sites have some of the most impressive school facilities in the region and, indeed, the UK.

I do hope that you will apply for this post. Newcastle High School for Girls is a wonderful School in which to work and this is an exciting opportunity. I look forward to hearing from you.

Yours sincerely



Mrs A Hardie
Head

About the School



Newcastle High School for Girls is the North East's leading independent girls' day school. Founded in 2014, following the merger of two very long-standing predecessor schools, NHSG is a state-of-the-art, modern school with a tradition and history stemming back almost 150 years.

We are an all through school (ages 3-18) with around 250 girls in the Junior School and 450 in the Senior School, including over 100 in the Sixth Form, who, together with around 150 staff, make up a friendly and welcoming community.

The Junior and Senior Schools occupy their own separate campuses around a mile apart and this role is based across both our School sites. Our two campuses are situated within the suburban, vibrant, areas of Jesmond and Sandyford, both with excellent transport links to the Tyne & Wear Metro and bus services from across the region.

Our School is a very popular choice at all ages with girls joining us from most parts of the Tyne & Wear metropolitan area as well as areas further afield in Durham, Northumberland, the Tyne Valley, the Borders and Teesside.

Girls who attend NHSG are bright, enthusiastic, eager to learn and have high aspirations. Our public examination results are consistently outstanding, and girls go on to study a wide range of subjects at prestigious universities in the UK and abroad. NHSG is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, with pastoral care and achieving the best for every girl at the heart of everything we do.

Overview – Apprentice ICT Support Technician role



Within a busy and vibrant school, this position offers the successful candidate a varied role working closely with other members of the ICT Support Team in the Senior and Junior Schools. The job role will be mainly located at our Senior School, in Jesmond, and in this demanding role you will need to be flexible in your approach and to have a can-do attitude towards your work.

We are looking for an apprentice with a passion for ICT and who will work, via a structured training path, through an apprenticeship scheme, develop their ICT support skills.

You would be working within the ICT Support team to ensure the reliable provision of school ICT systems and services and helping to ensure a resilient platform is available for school ICT systems and fall-back systems are in place. You will have a passion for helping people and a large part of the role will be resolving support issues, with guidance from team members and skills learnt from the apprenticeship and on-the-job training.





Working through the structured apprenticeship programme will provide you with confidence in all aspects of ICT support, including installation, set-up, upgrading, maintenance and support of a wide variety of ICT equipment, including printers, monitors, interactive display panels, computers, mobile devices, scanners and a variety of associated systems and software. Your role will require you to be able to support academic staff and pupils with ICT issues, carry out basic ICT equipment repairs, within specified limits and install computer software as directed.

We are seeking an apprentice who will be able to draw on skills and experience to enable them to deal with issues in a calm and logical manner and someone who is eager to assist the school community with a helpful, can-do attitude.



About the Girls' Day School Trust



The GDST is a family of 23 independent schools and two all girls' academies across England and Wales. As specialists in girls' education, we tailor our teaching to the way girls learn best and instil in them the conviction that there is no limit to what they can achieve.

At GDST, we focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they're encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional well-being is paramount, which is why every GDST school provides an incredible array of cocurricular activities and wellbeing programmes.

Within this family, networking opportunities enable staff to share best practice and develop initiatives that benefit all our schools and pupils. In addition to supporting the work of individual schools in providing excellent induction and development opportunities for staff, the GDST provides access to an extensive training programme. This includes development opportunities and grants for individual courses of study.