



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

March 2022

Dear applicant,

ICT Technician
37 hours per week, 52 Weeks Per Year
NJC Grade 4 - £18,933-£19,698

Thank you for your enquiry regarding the above post. The school's ICT Technician plays a pivotal role in securing resources and an environment from which effective teaching and learning can take place through sound ICT planning and advice.

Please find enclosed a job description, person specification and the application form. The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing and should include examples that align with the Job Description and Person Specification. Should you decide to apply for the post you should not feel constrained by the space available, and a separate letter is perfectly acceptable. Please do not submit a CV in preference to completing the application form and the letter of application as this will be discounted. Application consistency is necessary as it forms part of our Safeguarding procedures.

Potential applicants are most welcome to visit the school prior to completing an application. Please telephone to arrange this if you are able and if you feel that this would be of benefit to you.

The closing date for the receipt of applications is 9.00am on Monday 04th April with interviews on Thursday 07th April. Completed applications should be marked for the attention of the Miss T Moore and either posted to the school address or e-mailed to Human.Resources@epchs.co.uk

Please ensure you complete the required application forms available on the school website.

Ellesmere Port Catholic High school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check. I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher

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Headteacher: Mrs C. Vile B.Ed. Hons

