Technology Career Path

Treloar's
Enabling Education

Assistant IT Technician
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- Proficient in the use of computers and Microsoft office

Helpdesk Administrator
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- Microsoft Office experience
- Administration experience

Receptionist/Switchboard
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- IT literate
- Experience of working on a switchboard

Business Systems Assistant
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- Advanced Excel knowledge
- Basic understanding of MIS

Senior IT Technician/Systems Engineer
- Experiences or certified to MCP standard
- Experience in server deployment, Microsoft Active Directory, Microsoft Exchange 2010, Windows Server 2003, 2008 with XP, Vista and Windows 7/8 clients, Microsoft Office Suite 2010, Understanding of TCP/IP and networking technologies, Hyper-V administration

Learning Resource Manager
- Librarianship or information science qualification
- Degree in related discipline
- Experience in managing learning resources
- Staff management experience
- Budget experience

Business Systems Coordinator
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- Understand of IT infrastructure and MIS
- Experience in managing databases

Business Systems Exams Officer
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- Understand of databases and MIS

Business Systems Developer
- IT related degree or equivalent work experience
- Knowledge of SharePoint
- Understanding of SQL Servers

Computer Services Manager
- Experiences or certified to MCP standard
- Experience in server deployment, Microsoft Active Directory, Microsoft Exchange 2010, Windows Server 2003, 2008 with XP, Vista and Windows 7/8 clients, Microsoft Office Suite 2010, Understanding of TCP/IP and networking technologies, Hyper-V administration
- Experience of managing a team

Head of Technology
- Educated to degree level
- Relevant professional qualification
- Expertise in application of IT to Business Systems & Learning
- Experience of managing a team

Head of Learning Technology
- Teaching qualification
- IT qualification
- 3 years' experience as a qualified teacher
- Experience of working with e-learning and VLE materials
- Experience of designing and delivering training

Educational Technologist
- Educated to GCSE level at grade C or above in English and Maths (or equivalent)
- Experience in use and maintenance of AV and ICT resources
- Proficient in Microsoft Office, graphics and video editing

"The opportunities for progression are exceptional and the embracing approach to training and personal career development found here cannot be overestimated. I've enjoyed how receptive our incredible HR, Training and Technology teams have been to embrace my prior skills, later enhancing them with a dynamic career pathway. This increases an already high sense of job satisfaction that results from contributing to the inspiring, caring and positive work here at Treloar's."

Progression Example

Matthew joined Treloar's in 2016 as IT Helpdesk Administrator. We knew he had a strong skill set and impressed so much during his first year that when a vacancy came up for Business Systems Developer he applied and was successful. Treloar's also supported Matthew with external training to expand his skills in this area.