



# Application Pack

## Trust ICT Technician

### Lydiate Learning Trust

<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>8:00am, Friday 19 April 2024</b>
<b>Shortlisting:</b>	<b>Tuesday 23 April 2024</b>
<b>Proposed Interview Date:</b>	<b>Monday 29 April 2024</b>
<b>Post Scale:</b>	<b>NJC Sale Point 7 - 11</b>
<b>Salary:</b>	<b>£24,294 - £25,979</b>
<b>Contract Term</b>	<b>Full Time/Permanent</b>

#### HOW TO APPLY

**To submit your application please use TES Quick Apply**



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

*“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”*

### **We do this by...**

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

## **We Offer**

- A competitive salary, which is aligned to national standard terms and conditions
- A Competitive Pension Scheme
- Employee Assistance Programme
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued
- A detailed induction programme

## **Equal Opportunities**

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

## **Safeguarding & Enhanced DBS Checks**

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school’s child protection policy, code of conduct for adults and managing allegations against staff procedures.

# Welcome



DEYES  
HIGH  
SCHOOL

LYDIATE  
LEARNING TRUST

Thank you for your interest in the position of Trust ICT & Curriculum Technician. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Lydiate Learning Trust is a successful and growing group of Academies across both the Primary and Secondary sector and operating largely in the Liverpool City Region. The main location for this position is Deyes High School, Maghull, L31 6DE and the successful candidate will have a desk at this school. They will also be asked to work on site in our other schools as and when required. A full driver's licence and access to a car for business use is necessary.

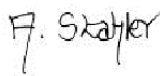
Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,



**Mrs V Beaney**  
**Head of School**  
**Deyes High School**



**Mrs A Stahler**  
**Chief Executive Officer**  
**Lydiate Learning Trust**



This opportunity comes at a time of extremely exciting change and development for Deyes High School. Having been listed as one of the first 50 schools in the DfE New School Build Project, we are excited to move into our new build in April 2024.

For further information, please visit <https://www.deyeshigh.co.uk/newbuild/>

# Job Description

## ICT Technician

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To provide a high standard of technical support, ICT service delivery to Lydiate Learning Trust through various channels and be the first point of contact for all ICT issues for students and staff.</li><li>• To support the monitoring, evaluation and continuous review of the quality and effectiveness of ICT operations within the school.</li><li>• To maintain a high level of documentation and record keeping and tracking the assets of the school.</li><li>• To provide IT and technical support for curriculum areas as part of an agreed timetable.</li></ul>
<b>Reporting to</b>	IT Manager
<b>Salary</b>	NJC 7 - 11

<b>Core Duties</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• In line with the schools ICT policy, develop and maintain all of the schools ICT systems to ensure maximum availability, access and efficiency.</li><li>• Work with the LLT ICT and Network Manager to ensure the network is operational during agreed access hours and resolve failure problems.</li><li>• Carrying out routine and ad hoc device management tasks including regular proactive checks of hardware, monitoring of software installations for 100% compliance and ensuring all peripherals are in working order.</li><li>• Respond to incidents and requests for support logged by staff, in an appropriate manner by having a detailed understanding of the Incident Management processes and its impact on education and the business of the school.</li><li>• Manage the mobile asset estate to ensure the security and working order of devices.</li><li>• Assist with the installation of workstations, printers, telephones and software in accordance with licenses, as well as resolving hardware fault, including the repair of ICT systems, down to modular level and occasionally component level.</li><li>• Support and instruct students and staff in the use of the network, internet and software.</li><li>• Monitor and administer the schools' systems.</li><li>• Monitor the anti-virus status of devices and remediate any issues.</li><li>• Contribute to the ICT knowledge base providing solutions for the ICT team.</li></ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"><li>• Attend meetings as required.</li><li>• Participate in professional development opportunities, willingness to develop additional skills and expertise</li><li>• Keep up to date with current educational developments and legislation affecting ICT operations within your area of responsibility.</li><li>• Contribute to school development through identified communication and consultation channels.</li><li>• To respect the confidential nature of information relating to the school, students, and customers.</li></ul>

### Core Duties

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

*The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.*

# Person Specification

## ICT Technician

<b>Education &amp; Knowledge</b>	
Educated to GCSE Level A*-C or equivalent in English and Maths.	E
Advanced IT Skills in MS Office.	E
IT qualification.	E
<b>Skills &amp; Experiences</b>	
Previous experience of working in an IT role.	E
Substantial experience in use and maintenance of IT systems.	E
Appropriate level of data protection, security awareness and confidentiality awareness.	E
Significant skills and experience of workload planning and prioritisation.	E
Excellent written and verbal communication skills.	E
Resilience and the ability to cope with pressure.	E
Excellent interpersonal skills and customer care skills, including negotiation skills.	E
Experience of working in an educational environment.	D
Experience of using and maintaining SIMs/Go 4 Schools/School Databases	D
<b>Other</b>	
Satisfactory DBS check	E
Access to a car for business use and ability to drive with confidence to enable working at all academies within the Trust	E
<b>Confidential References</b>	
Positive recommendation from all referees, including current employer	E