



THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE

Post: Assistant
IT Technician

Contract: Permanent

Required as soon as possible

Grade 3, SCP 2 to SCP3
£22,656 to £24,027 per annum
Full time, Monday to Friday
37 hours per week

**Deadline : 9am
Tuesday 22nd July 2025**

**Welcome to
The Learning Trust**

ASSISTANT IT TECHNICIAN

CLOSING DATE
9.00am Tuesday 22nd
July 2025

Thank you for your initial interest in the above post. In this pack you will find detailed information about the post including a full Job description.

An exciting opportunity has arisen for a motivated and customer-focused individual to join the IT Team within The Learning Trust. This full-time, permanent role will primarily be based at Christleton High School, while also supporting IT operations across all schools within The Learning Trust.

As an Assistant IT Technician, you will play a key role in delivering a high-quality IT support service to students and staff. Your responsibilities will include assisting with the maintenance and development of IT systems, troubleshooting technical issues, and ensuring the smooth operation of hardware, software, and network infrastructure.

Experience of working in an IT department or possession of good practical IT skills with knowledge and understanding of a wide range of software packages is required. A proactive approach, excellent communication skills, and the ability to work effectively under pressure are essential.

You may occasionally be required to work at other schools within The Learning Trust, so flexibility and a collaborative mindset are important. On whichever site you are working, we believe that each of the Trust's schools are great places to work in. Results are strong (and improving), facilities are excellent, the students are highly motivated to succeed, and the schools are situated in great surroundings. Each of us is always striving to live by the values of each school and those of the Trust overall - namely "Nurture, Ambition, Excellence" and we do demand that all staff must be role models for those characteristics at all times.

I do hope, having read this pack, that you feel excited by the role and will apply early for this post. For an application form and full information about the position, please visit the 'Join Us' page on The Learning Trust website: <https://www.tltrust.co.uk/join-us> and apply through 'MyNewTerm'.

The deadline for receipt of applications is 9am on Tuesday 22nd July 2025.



Darran Jones
**Chief Executive
Officer**

I really do hope that you are interested in applying for this post and I thank you in advance for all the work you will put into your application - I know just how much work it will entail!

JOB DESCRIPTION



Role: Assistant IT Technician

Responsible to: Strategic Network Manager/IT Director

Core Purpose:

- To provide hardware and software support for the Trust, helping to ensure the efficient operation of the schools.
- To maintain the computer network and network hardware, helping to minimise system downtime.
- To uphold both Trust and school ethos and set high standards in all areas of work.

Hardware & Software Support:

- To assist with the management and monitoring of IT Systems (printers, client devices, door access and CCTV) to ensure that the educational and business needs of the Trust are met.
- Troubleshooting on the Trust's IT equipment.
- Maintaining the IT equipment inventory.
- To assist with maintaining the Internet and intranet facilities to ensure access for lessons.
- To assist with the installing of new software including apps for mobile devices.
- Maintaining security and take action to prevent misuse of the network and other IT equipment.
- Assisting students and staff in order to access the IT equipment and use equipment effectively.
- To write training manuals and update the troubleshooting guides/videos as required.
- Facilitate the provision of usernames for the Trust and school systems.
- To maintain the AV provision.
- To assist/train all staff in the use of IT hardware/software including the delivery of training.

Resource Management:

- To maintain the IT Assets Register and stock levels.
- To assist with the system administration for externally hosted systems.
- Check deliveries of IT equipment and supplies.
- Ordering as required a supply of ink or toner for all printers to maintain suitable stock level.
- To ensure equipment is delivered and collected from classrooms in a timely manner.

ABOUT US



Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools - Christleton High School, Chester International School, and Queen's Park High School and one primary school - Belgrave Primary School - but discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester.

We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.

I recognise the importance of listening to your views, ideas and proposals. Please feel welcome to call or email me at the Trust.



Darran Jones, Chief Executive Officer

OUR CORE VALUES

- 1. Students are always first** - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.
- 2. Mutual benefit** - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.
- 3. Inclusivity** - the Trust will welcome students of all backgrounds and abilities.
- 4. Freedom to innovate and make decisions** - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.
- 5. Excellence and learning** - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.
- 6. Partnership** - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.
- 7. Fairness** - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.
- 8. Integrity** - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.





QUEEN'S PARK HIGH SCHOOL

I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too! We are very proud to announce that our school was awarded Secondary School of the Year at the Excell Standard Education Awards 2024.

Tom Kearns, Headteacher



CHRISTLETON HIGH SCHOOL

We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.

Kevin Smith, Headteacher



CHESTER INTERNATIONAL SCHOOL

Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.

Katrina Brown, Headteacher



BELGRAVE PRIMARY SCHOOL

Belgrave Primary School was opened in 1968 and was originally a one form entry primary school. It became an infant school in 1974 and returned to being a primary school in September 2008. Since 2008 our admission number has been 30 and we are a one form entry school. The school is attached to Westminster Park Community Centre which serves the local area. The school is well resourced with laptops and iPads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have interactive whiteboards. We have large practical "workspaces" outside the classrooms which are used for a range of lessons and activities including art, design and technology, Computing and group teaching.

Juliette Benton, Headteacher

OUR TEAM



MEMBERS AND TRUSTEES



LYNDSAY WATTERSON
IMPROVEMENT
DIRECTOR



DARRAN JONES
CHIEF EXECUTIVE
OFFICER



LESLEY CARDING
CHIEF FINANCIAL
OFFICER



PAUL HEATH
CHAIR OF TRUSTEES



DAVE HELSBY
DIRECTOR OF IT



SUZANNE WONG
COMPLIANCE &
GOVERNANCE OFFICER



PHIL HILL
FACILITIES MANAGER

Trustees:

Jean Charlton
Nick Clarke (Vice-
Chair)
Sue Egersdorff
Paul Heath (Chair)
Euan Imrie
Alex Makinson
Kayte Parlevliet
Albert (Damian)
Stenhouse

Members:

Nick Crowther
Paul Heath
Philip Hamilton
Steve Richards

The Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants for all posts will be subject to vetting checks.

The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.

An online search will also be carried out as part of due diligence on all short-listed candidates.

The ability to converse at ease with others in accurate spoken English is essential for the post.

We encourage applications from a diverse range of applicants.

CLOSING DATE

Tuesday 22nd
July 2025

Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "please see attached CV" when completing sections of the form).

You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing the online application form, please contact the Trust for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.

We encourage applications from a diverse range of applicants.

To apply for this post, please follow the link below to our website's vacancies page, then click on 'Apply Now' in the MyNewTerm section:

<https://www.tltrust.co.uk/join-us/>

If you have any recruitment queries, please contact: tlrecruitment@tltrust.co.uk

CLOSING DATE

Tuesday 22nd
July 2025

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.

Should an applicant have a criminal conviction, this will be discussed in confidence at interview. However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced disclosure which provides details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

A copy of the school's Safeguarding Policy can be found here:

<https://www.christletonhigh.co.uk/uploads/files/safeguarding-and-child-protect-1943.pdf>



Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

Verification of Educational/Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

We welcome feedback on the quality and scope of our recruitment process.

Benefits

We offer a benefits package including:

- A Local Government Pension Scheme
- Cycle to work scheme
- Access to health and wellbeing support via the Employee Assistance Programme
- A discounted gym membership through the Brio Workfit Scheme
- Opportunity for training and further career development
- Free parking on site
- The Learning Trust honours continuous service (Redundancy Payments (Continuity of Employment in Local Government, etc. (Modification) Order 1999 (RPMO) within the education sector in regard to redundancy, maternity, sickness and holiday pay.

We welcome feedback on the quality and scope of our recruitment process.

Person Specification

Qualifications

Good general education: Minimum, 5 GCSEs grade 9-4 (A* - C), including English and Mathematics.

IT Skills

A good working knowledge of IT systems.

Experience

Previous employment within an IT environment (preferably within a education environment), but not essential.

Knowledge of cloud systems, such as Microsoft 365 would be desirable.
Knowledge of SIMS (or other MIS) would be an advantage.

Personal Qualities

Display an open and approachable manner, having an enthusiastic approach to work along with a cheerful attitude and a good sense of humour.

Smart, professional and business-like image, reflecting the ethos of the school.

Impeccable integrity and commitment to confidentiality.

Excellent interpersonal skills, with an ability to communicate well with students, teachers and outside agencies , both verbally and written.

Have a good understanding of and genuine interest in the education and well-being of young people.

Excellent organisational skills with the flexibility to adjust to the demands of a busy office and an ability to prioritise in order to meet deadlines.

Confidence to take responsibility for own workload, with support from line manager when needed.

An aptitude to learn quickly and adapt easily to new systems.



THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE