



# BIRKDALE HIGH SCHOOL

## RECRUITMENT PACK

### IT TECHNICIAN

Southport  
Learning  
Trust



NIHIL NISI BONUM



# ABOUT US

As the only 11-16 all-boys academy in Sefton, Birkdale High School aims to be a beacon for outstanding practice in the education of boys and be the school of choice for all boys in the Southport community and beyond. We passionately believe that a single-sex setting at this particular stage of a boy's education is the ideal environment for them to grow in confidence, close the attainment gap with girls and develop their love of learning. Our boys are able to mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is "Aspire – Thrive – Succeed" and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every student, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.

You would be joining the Southport Learning Trust, a family of nine schools which includes six secondary, two primary and one special school in the locality where you would gain support from a wider group of senior leaders. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and Stanley High School. Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development. Please see separate document in relation to well-being.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. To organise a tour ahead of application, please contact the PA to the leadership team, Karen Anslow on [kanslow@birkdalehigh.co.uk](mailto:kanslow@birkdalehigh.co.uk)

**Gareth Banks**  
Headteacher





# APPLICATIONS

**CONTRACT:** FULL TIME - FIXED TERM - for 12 months in the first instance

**CLOSING DATE:** FRIDAY 9 JANUARY 2026 AT 12PM

**INTERVIEW DATE:** WEDNESDAY 14 JANUARY 2026

**SALARY:** BAND E 7-11 (£26,403 - £28,142 per annum)

**START DATE:** As soon as possible

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@BIRKDALEHIGH.CO.UK](mailto:RECRUITMENT@BIRKDALEHIGH.CO.UK)**

***CVs will not be considered***

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

Along with the application form, please provide a supporting statement of no more than **1000 words** that illustrates your suitability for the job, referencing the job description, person specification and your relevant experience.

Further details and an application form can be downloaded from [www.birkdalehigh.co.uk](http://www.birkdalehigh.co.uk) or obtained from Ms Karen Anslow at the school.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.



# PERSON SPECIFICATION

## IT TECHNICIAN

*E = Essential; D = Desirable*

*L - Supporting Letter, I - Interview, A - Application Form*

Specification		Evidence
<b>Ethos</b>	<ul style="list-style-type: none"><li>• Support for the aims and objectives of Birkdale High School</li><li>• A commitment to support the school's safeguarding agenda</li><li>• A commitment to work and liaise with members of the school community</li></ul>	All Essential - <b>L &amp; I</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"><li>• English at Level 2 (GCSE equivalent or above)</li><li>• Mathematics at Level 2 (GCSE equivalent or above)</li><li>• Level 3 ICT related qualification</li><li>• ICT Networking/Systems qualification</li><li>• Evidence of continual professional development</li></ul>	E - A E - A D - A D - A E - A & I
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with ICT in a school environment</li><li>• Experience of working with ICT networks</li><li>• Experience of exam administration</li></ul>	D - A & I E - A & I D - A & I
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Excellent attention to detail</li><li>• The commitment and ability to embrace and implement a shared vision</li><li>• Good interpersonal skills and the ability to work with colleagues from a wide range of areas</li><li>• Excellent time management skills</li><li>• The ability to manage competing priorities and deliver to deadlines</li><li>• The ability to share knowledge and develop the skills of others</li><li>• The willingness to respond to the business needs of Birkdale High School</li><li>• Experience of Microsoft server technologies (TCP/IP, AD, DNS, DHCP, GPOs)</li><li>• Physically able to carry, lift and move equipment</li></ul>	E - L, A & I E - I E - L & I E - I E - L & I E - L & I E - L & I D - L, A & I E - L & I

# JOB DESCRIPTION

## *IT Technician*

<b>Main Purpose</b>	<ul style="list-style-type: none"><li>• To work under the instruction/guidance of senior staff in the school and Trust, providing I.T. support to staff and students</li><li>• Carry out routine maintenance of ICT equipment, software and services with a focus upon maintenance and development of the school's Website and SharePoint</li></ul>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• Support the ICT Network Manager in a wide range of hardware installations, repairs, upgrades and maintenance, including the detection and resolution of PC, printers and peripheral device faults.</li><li>• Under supervision of the ICT Network Manager, to assist with the installation of hardware and software.</li><li>• Perform basic diagnostic and recovery routines of network equipment.</li><li>• Assist with the maintenance of the school's ICT suites ensuring that equipment is in good working order and faults are reported and recorded via the helpdesk where immediate resolutions are not possible.</li><li>• Support the Network Manager in dealing with support requests.</li><li>• Assist in the record keeping and maintenance of a full and up-to-date inventory of hardware and software including licences.</li><li>• Assist with the security marking of ICT equipment.</li><li>• Support backup processes of all systems and ensure safe storage of data.</li><li>• Ensure basic health and safety checks are carried out as and when appropriate.</li><li>• Assist with the provision, guidance and support for staff using the school's Management Information Systems as directed.</li><li>• Support with audio visual equipment.</li><li>• Ensure that school policies on staff and pupil access to data and files are implemented and help staff and pupils to observe online safety procedures.</li><li>• Under the supervision of the Network Manager, to liaise with manufacturers, service providers, support partners and suppliers as directed.</li><li>• Support the Computing department in lessons when the curriculum requires a specific skill/knowledge set.</li><li>• Contribute to the extra-curricular offer in the designated area.</li><li>• Support the school in ensuring robust safeguarding procedures, particularly in the area of filtering and monitoring, and in other areas of eSafety.</li><li>• Support parents with parent apps such as Arbor and Parent Pay.</li><li>• Any other duties reasonably expected within the grade of the post.</li></ul>

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## *IT Technician*

<b>Support for the School</b>	<ul style="list-style-type: none"><li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Contribute to the school ethos, aims and development/improvement plan.</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.</li><li>• Work as part of a team, appreciating and supporting the role of other people in the team</li><li>• Attend and participate in meetings as required.</li><li>• Undertake personal development through training and other learning activities including performance management as required.</li><li>• Assist with the organisation, routines and upkeep of the wider learning environment.</li></ul>
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<b>NOTE</b>	<p>This is not a comprehensive list of all tasks which may be required of the post-holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.</p>
<b>Confidentiality</b>	<p>In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to all staff and pupils. They may also have access to information relating to the school. All such information from any source is to be regarded as strictly confidential</p> <p>Information relating to staff and pupils or the business of the school may only be divulged to authorised persons in accordance with the school policies and procedures relating to confidentiality and the protection of personal and sensitive data.</p>
<b>General</b>	<p>This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.</p> <p>All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.</p> <p>School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.</p>

<b>Date</b>	December 2025
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Windy Harbour Road,  
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www.birkdalehigh.co.uk



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**EMPOWERING OUR COMMUNITIES TO POSITIVELY  
IMPACT THE WORLD**