



LEARNING TRUST

Standing Together, Learning Together



## Candidate Information Pack

### Senior ICT Technician

Closing Date Monday 9 June 2025 at 9.00 a.m.  
Interviews date to be confirmed



Golborne Community  
Primary School



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence



Standish Community  
High School

**be** Outstanding!





**Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

**Who we are:**

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

## **What are the Benefits of Working for the Mosaic Learning Trust?**

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

### **Salary**

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1<sup>st</sup> April each year, or when they have completed six months of service if appointed between October 1<sup>st</sup> and March 31<sup>st</sup>, until they reach the top of the band within their pay scale.

### **Pension**

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

### **Generous Holidays**

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

### **Wellbeing**

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

### **Trust 'Inset Days'**

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

### **Learning and Development**

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



June 2025

Dear Applicant,

**Post: Senior ICT Technician – Permanent Contract**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Southlands High School are advertising for a permanent full time (full year) Senior ICT Technician to commence employment as soon as possible. The successful candidate will take a full and active role in the life of our schools and will join a dedicated, hardworking trust team. This full-time role will be predominately based at Southlands High School, Chorley; however, you will be required to work at any school within the trust.

We encourage applicants to apply through [MyNewTerm](#).

Applications will be considered as soon as they are received, and the closing date will be 9<sup>th</sup> June 2025 at 9.00 a.m. Interviews date is to be confirmed. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**

## General Information for Applicants



Southlands High School is an improving school. Our motto '**Endeavour for Excellence**' demonstrates that we expect all stakeholders, staff and students to drive for the highest standards in everything they do. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School and Golborne Primary School and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. We seek for our students to be **Successful Learners, Confident Individuals and Responsible Citizens**. The Trust has a Trade Union Recognition Agreement in place.

From our most recent inspection, in February 2024, the report highlights that we are highly ambitious for our pupils to achieve. We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was inspected in February 2024 and although our overall judgement remains as requires improvement we were graded as good for both behavior and attitudes and leadership and management. The report acknowledges that pupils are increasingly benefiting from the improvements that the school has made to the quality of education that they receive and highlights many of the positive changes that have taken place in the school. Our school priorities for 2024-25 clearly continue with our culture for improvement: improving student outcomes and the development of teaching, learning and assessment.

There are 933 young people on roll with the likelihood of growing close to 1000 in the coming years. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

**Paul Bousfield**  
**Headteacher**

# JOB DESCRIPTION

INTRODUCTION	
<b>Post Title:</b>	<b>Senior ICT Technician</b>
<b>Purpose:</b>	To be an active member of the Trust Network Support Team running the day-to-day ICT operations of the school; supporting staff, students and parents/carers. This post may work across all trust schools.
<b>Responsible to:</b>	Trust Network Manager / School Senior Leadership Team
<b>Responsible for:</b>	ICT Technicians / apprentices where applicable
<b>Liaising with:</b>	Headteacher, teachers, students and outside agencies
<b>Working time:</b>	37 hours per week, full year, working 08.00 - 16.00 Monday to Thursday and Fridays, 08.00 - 15.30
<b>Salary / Grade:</b>	Grade 6, SCP 14 – SCP 20 (£28,624.00 to £31,586.00)
<b>Disclosure Level</b>	Enhanced
MAIN DUTIES / JOB OUTLINE	
<ul style="list-style-type: none"> <li>• Manage the school's section of the ICT helpdesk, ensuring requests are being dealt with effectively and within the SLA arrangements. Escalating requests when necessary.</li> <li>• Manage the school's Active Directory environment within the guidelines and policies set out by the trust.</li> <li>• If applicable, organise and direct the school's ICT Technician/s providing support and advice when required.</li> <li>• Provide 1<sup>st</sup> &amp; 2<sup>nd</sup> line ICT support.</li> <li>• Ensuring the security of the ICT network and systems within the guidelines and policies set out by the trust.</li> <li>• Assist the Trust Network Support Team in the development, management and maintenance of the ICT systems across the trust.</li> <li>• Maintain high standards of health, safety, and security at all times.</li> </ul> <p><b>ICT Specific</b></p> <ul style="list-style-type: none"> <li>• Responsible for the day to day running of the school's network and ICT systems including telephony, CCTV and printing devices.</li> <li>• Assist the Trust Network Support Team in resolving complex problems in relation to hardware, software and networking across the trust.</li> <li>• Deputise for the Trust Network Support Team, leading on ICT projects if required.</li> <li>• Ensure that all end-user devices (desktops, laptops, projectors) are maintained and working to a high standard. Minimising disruption to teaching &amp; learning.</li> <li>• Plan the installations and setup of software, hardware and peripherals when required.</li> <li>• When appropriate, provide training to staff/students on any equipment or software that the school implements.</li> <li>• Troubleshoot hardware and software issues reported to the Network Support Team.</li> <li>• Install and setup software, hardware, AV equipment and peripherals when required.</li> <li>• Liaise with any outside agencies on technical matters.</li> <li>• To assist in the maintenance of Microsoft 365 and other online systems used by the school/trust.</li> <li>• Keep an up-to-date inventory of ICT hardware/software and licences.</li> <li>• Ensure the safe disposal of ICT equipment/consumables in line with school procedures and legal requirements.</li> <li>• Assist in the management of the school/trust websites and social media accounts when required.</li> <li>• Create technical, procedural and end user documentation.</li> </ul>	



## Resources

- Operate relevant equipment / ICT packages (e.g. Arbor, Microsoft Office/365 Apps).
- Ensure stock and supplies levels are maintained.
- Provide general advice and guidance to staff, students and others.

## General responsibilities

- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that Mosaic Learning Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Working at other sites in the Trust as required.
- Any other duties as reasonably required by the Trust Network Manager, Headteachers and Senior Leadership Team.
- Produce purchase orders when required.

## HEALTH AND SAFETY TRAINING

- To undertake Health and Safety Training on areas within the designated work area.
- During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.

## OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- Employees are expected to comply with any reasonable request from the Headteachers, SLT or Trust Network Manager to undertake work of a similar level that is not specified in this job description.
- To support the development and promotion of an image that is consistent with the aims of the school.
- Provide general clerical / admin support, when directed.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.

## SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

## SIGNATURES

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed .....

Trust ICT Technician

Signed .....

Headteacher

Dated .....

Trust ICT Technician

Dated .....

Headteacher

#### **SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**

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



## PERSON SPECIFICATION

### Senior ICT Technician

	Essential / Desirable	Application/ Interview/ Reference
<b>Experience</b>		
2+ years experience of working in an ICT support environment	E	A, I
Diagnosing issues with IT/Network equipment	E	A, I
Previous experience of working in a school environment	D	A, I
Previous experience of working with children of a relevant age	D	A, I
<b>Training &amp; Qualifications</b>		
Relevant professional IT qualification at level 3 or above	E	A, I
5 GCSEs at grade 9-4 or above or equivalent, including Maths and English	E	A, I
Basic Health & Safety Certificate or willingness to work toward within an agreed timescale	D	A, I
Willingness to undertake basic first aid	D	A, I
<b>Knowledge &amp; Understanding</b>		
<b>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>		
Understanding the responsibilities of a Senior ICT Technician	E	A, I
Working knowledge of Windows based client and server operating systems	E	A, I
Experience in using and supporting Active Directory Domain Services, DHCP, DNS, Group Policy	E	A, I
Working knowledge of Microsoft 365 services and applications	E	A, I
Working knowledge of networking systems, LAN, switches, WiFi	E	A, I
Working knowledge of telephony and VOIP	D	A, I
Knowledge and experience of virtualisation technologies	D	A, I
Knowledge of computer/ICT systems	E	A, I
Ability to use initiative to respond to and resolve routine problems	E	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D	A, I
Knowledge of Health and Safety requirements	E	A, I
<b>Personal Skills, Abilities and Competencies</b>		
Good presentation skills	E	A, I, R
Good communication skills in order to relate well to students and staff	E	A, I, R
Ability to work independently and as a team member	E	A, I, R
Ability to work in accordance with the school's health and safety policies	E	A, I
Ability to recognise own learning needs and seek further opportunities	E	I, R
Full driving license, daily access to a car with appropriate insurance for business use (for travelling to different school sites)	E	A
Ability to deal with minor injuries	E	A, I
<b>Personal Qualities</b>		
Tact and a sense of humour	E	A, I, R
A personal and friendly nature	E	A, I, R

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Caroline Mears, [mearsc@southlands.lancs.sch.uk](mailto:mearsc@southlands.lancs.sch.uk), who will arrange a suitable time.

## Application process:

To apply, please use MyNewTerm.

Advertising date: 23<sup>rd</sup> May 2025  
Closing date: 9<sup>th</sup> June 2025  
Short listing: 9<sup>th</sup> June 2025  
Interview date: to be confirmed

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Southlands 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 and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.southlandshs.org.uk](http://www.southlandshs.org.uk).

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications and CV's will not be considered.

