



# Trust IT Technician



Dear Applicant,

Thank you for your interest in the position of Trust IT Technician at Endeavour Learning Trust.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information. I hope you find it helpful and on behalf of the whole Endeavour community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools we currently have four secondary schools and two primary schools. Two further primary schools are due to join our Trust in November 2024. Our family of schools extends beyond Endeavour, and we work collaboratively with a number of schools across our region.

This is an incredibly exciting time for the Endeavour community as we look to maximise the benefits of our collaborative partnership that has been developing since the inception of Endeavour Learning Trust in 2016.

Endeavour Learning Trust is a community of schools working together to offer the very best opportunities to the children and communities we serve. We look beyond the imaginable. We ignite curiosity and inspire discovery. And we love it!

Ultimately, our work is centred around our children, ensuring that every one of them has an equitable opportunity to benefit from a transformative education. This means extending beyond academic achievement by providing a rich and diverse offer for students to develop their skills, qualities and talents.

We are clear that our colleagues are central to our ambitions for our children and communities. They too deserve every opportunity to develop and flourish as professionals. We are determined to deliver a sector-leading experience so that, in turn, our colleagues can continue to serve our young people and communities to the best of their abilities.

We hope the enclosed information will give you good insight into our Schools & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', is positioned above the printed name and title.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformational**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS



<b>Job Title:</b>	<b>Trust IT Technician</b>
<b>Location:</b>	<b>Based at Ormskirk School, Wigan Road, Ormskirk L39 2AT with frequent travel across our Trust.</b>
<b>Contract:</b>	<b>Full-Time, Permanent</b>
<b>Grade:</b>	<b>Grade 6 SCP 11-19</b>
<b>Salary:</b>	<b>£25,979 - £29,777 per annum</b>

Do you have the drive, passion and commitment to deliver an outstanding ICT service, ensuring that every school within the Trust is well-resourced and supported? This is an opportunity to join a dedicated team of staff at Endeavour Learning Trust who are committed to providing the best possible education for our pupils.

As Trust ICT Technician, you will play a key role in the implementation and support of the Trust's ICT strategy and technical operations. Your expertise will help to deliver an outstanding service to staff, students, and the central team.

The role will principally include supporting the Trusts primary schools with both remote and on-site support. The successful candidate will be based at Ormskirk School alongside the Trust Network Manager providing remote support to the four primary sites. Regular visits to the supported schools will form a key part of the role.

The successful applicant will be a positive, dynamic and highly motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have excellent interpersonal skills and communicate effectively with all members of our Trust community.

Why choose us?

- At ELT we have a focus on staff wellbeing, providing 24/7 access to employee wellbeing support services
- Access to Local Government Pension Scheme – 18% employer contribution.
- Access to company car lease scheme
- Join a growing Multi Academy Trust (MAT) with a commitment to professional development
- Free on-site parking
- 50% off Endeavour Children's Holiday Camps
- Competitive salary with nationally negotiated pay award pending.

## **ROLE DETAILS**

This position is full time and permanent, working 37 hours per week. Monday to Thursday 8:30am-4:30pm and Fridays 8:30am-4:00pm

This role will be based at Ormskirk School and regular travel between locations will be a requirement of this role. Mileage will be reimbursed as appropriate.

## **HOW TO APPLY**

To apply please complete our application form and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

Applications must be submitted by 9am on Monday 14<sup>th</sup> October 2024

Interviews are to be confirmed

If you require any further information please contact Mollie, Recruitment Manager at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

## **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



## JOB DESCRIPTION

As Trust ICT Technician, you will play a key role in the implementation and support of the Trust's ICT strategy and technical operations. Your expertise will help to deliver an outstanding service to staff, students, and the central team.

To support the use of ICT within our school environments maintenance of ICT software, hardware and related equipment, and providing support to staff and pupils to ensure administration and learning outcomes are maximised.

The role will principally include supporting the Trusts primary schools with both remote and on-site support. The successful candidate will be based at Ormskirk School alongside the Trust Network Manager providing remote support to the primary sites and across the wider trust. Regular visits to the supported schools will form a key part of the role.

### Core Responsibilities & Tasks:

- To take daily responsibility for the service desk of the Trusts schools, ensuring timely resolution and escalation of support requests.
- To be the central point of contact and provide remote support to the Trusts primary schools.
- To routinely visit the schools to provide on-site support, both scheduled and where necessary on an ad-hoc basis as need arises.
- To provide additional capacity to the on-site IT Team at Ormskirk School, where the successful applicant will be based.
- To maintain the Trust's network infrastructure to support effective teaching, learning and administration.
- Be responsible for the deployment and maintenance of computer hardware and software.
- To contribute to the development and implementation of policies and strategic development plans for the resourcing, management and the use of the Trust's ICT facilities alongside the Head of ICT Services and Trust Network Manager.
- Oversee the completion of equipment audits and keep an up to date fixed asset register of ICT Devices.

Liaise with external bodies, contractors and service providers in the provision of an effective and efficient ICT service.

- To provide training, support and guidance to students and staff so that they can make optimum use of ICT facilities.
- To ensure all relevant E-safety procedures are adhered to, and regularly monitored.
- To work in accordance with data protection, security and health and safety requirements to minimise risk to the Trust.
- To ensure health and safety requirements are met in relation to ICT facilities and their use.

### Planning and Organising

Within parameters established by your manager, you will plan and prioritise your own workload and liaise with the Trust Network Manager also based at Ormskirk School to ensure all ELT sites have adequate on site cover at all times.

Supporting multiple sites requires excellent prioritisation, organisational and interpersonal skills.

### Problem Solving

Problem solving ability of a high level is required. It is essential to be able to work effectively across sites and boundaries, as optimum solutions are likely to be achievable only with a clear perspective of the aspirations and objectives of colleagues across the Trust

### Safeguarding

Ensure that the School is safe for all students and staff. Actively promote the health and wellbeing of all students and expect all staff and volunteers to share and demonstrate this commitment.

Ensure that school complies with any Local Safeguarding arrangements

Actively promote the safeguarding and well-being of students and staff whilst on the school site and when involved in school activities

## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E) or Desirable (D)</b>
<b>QUALIFICATIONS</b>	A sound education, equivalent work based training or suitably qualified by experience	E
	5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	D
	IT qualification or certificate	D
	An excellent knowledge of the technology environment	D
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience in ICT support	E
	Hands on experience with computer networks and network development and administration	E
	Broad knowledge of the whole ICT spectrum.	D
	Demonstrate experience of working in a complex and demanding environment	D
	Management of Cloud Services	D
	Management of Microsoft Networks	E
	Competently and confidently use a range of ICT and MS Office Software	E
<b>PERSONAL QUALITIES</b>	Excellent interpersonal skills with ability to communicate with a wide variety of stakeholders, including internal and external colleagues, students and stakeholders and to build strong working relationships.	E
	A clear communicator with a diverse client group – adults and young people.	E
	Customer-focused and committed to the delivery of excellent customer service.	E
	Flexible, adaptable to change, efficient and highly organised.	E
	Ability to work accurately and methodically.	E
	Sensitivity and awareness of confidentiality requirements.	D
	Good written and oral communication skills, proficient in spoken and written English.	E
	Proven planning and organisational skills and an ability to take initiative.	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Effective worker, committed to partnership and collaboration	E
	Commitment to the academic, personal and social development of children and families	E
	Approachable and supportive	E
	Excellent interpersonal, communications and organisational skills	E
	Commitment to involving others and maintaining strong and positive relationships with the whole school community	E
	Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner	E
	Actively seeks new approaches, ideas and challenges. Be willing to be innovative	E

	Willing to concede alternative approaches and get behind the team	E
	Able to take direction when appropriate	E
	Commitment to promoting best practice in safeguarding and the welfare of young people	E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the document 'Guidance for safer working practice for those working with children and young people in education settings' & Guidance for Conduct	E
	Ability and willingness to travel to alternative sites	E

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