



IT TECHNICIAN

Required as soon as possible

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



Advertisement

IT TECHNICIAN

Permanent

**Monday to Thursday 8:00am to 4:00pm
Friday 8:00am to 3:30pm**

37 hours per week, 52 weeks per year

Grade F - G, points 6 to 13 FTE £25,989 - £29,064 pa

Required as soon as possible, an experienced IT Technician to provide support to the IT Services Manager at Lord Grey and to assist with the support and delivery of Tove Learning Trust's IT strategy and services.

The postholder will undertake a range of duties, to include:

- Providing technical support to the school community relating to the safe and secure operation of the school IT equipment and software in order to maximise the learning opportunities of all students.
- Support the IT Services Manager with the purchasing, inventory, installation and maintenance of the school / trust hardware and consumables.
- To support the school's profile on digital & social media and all associated equipment.
- Participate in the implementation of new systems and services.
- Ensure key documentation is maintained, such as asset register and network schedules.
- Review and monitor Antivirus and patching across site and advise IT Manager of status and actions required

Applicants must be hard working, willing to be flexible and able to offer a wide range of technical and practical skills. You must be self-motivated, totally trustworthy and reliable, able to take the initiative and to work as part of a team. Apprenticeship courses are available to applicants who would like to develop their qualifications. Training and a potential Microsoft qualification will also be provided. Apprenticeship salary will be applicable depending on age under the Apprentice Scheme.

A vacancy booklet, information for candidates booklet and the application form are available on the vacancies section of Lord Grey Academy's website:

<https://www.lordgrey.org.uk/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Wednesday 25th February 2026. Interviews to be held on Wednesday 4 March 2026

Only successfully short listed candidates will be contacted. CVs alone will not be accepted.



Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

1. Teacher & support staff pension schemes
2. Continuous Professional development (CPD)
3. Training School Alliance
4. Networking opportunities
5. Specsavers eyecare voucher
6. Free Flu vaccine
7. Employee Assistance Programme (EAP)
8. Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



JOB DESCRIPTION - IT TECHNICIAN

Role:	IT Technician
Responsible to:	IT Services Manager / School Business Manager/ Principal
Based at:	Lord Grey Academy
Hours:	Monday to Thursday: 8:00am to 4:00pm Fridays: 8:00am to 3:30pm 37 hours per week, 52 weeks per year
Grade:	Grade F - G, points 6 to 13

Job Context

Tove Learning Trust consists of twelve academies across Northamptonshire, Buckinghamshire and the West Midlands..

Although primarily based at and providing services to their base school, there is a requirement to participate in the central services element of the role across the trust. The IT Technician will work as part of a team who will ensure safe, efficient and effective operation and maintenance of IT and digital services in the trust schools. Opportunities to develop a specialism that allows the trust to function as a central service in a number of other technologies including but not limited to telephony, print management and social/ digital media etc. will be available.

Key Responsibilities

- Support the IT Services Manager and TLT Head of IT, to support, and deliver the Trust's IT strategy and services.
- Provide technical support to the school community relating to the safe and secure operation of the school IT equipment and software in order to maximise the learning opportunities of all students.
- Support the IT Services Manager with the purchasing, inventory, installation and maintenance of the school / trust hardware and consumables.
- To support the Marketing Officer in ensuring the school's profile on digital & social media and all associated equipment.
- Participate in the implementation of new systems and services.
- Ensure key documentation is maintained, such as asset register and network schedules.
- Review and monitor Antivirus and patching across site and advise IT Services Manager of status and actions required

Job Description

IT Strategy and Services

1. Contribute to optimising the IT department's performance in order to provide a fast, efficient service to all stakeholders.
2. Engage with and work towards achieving and maintaining ITIL recognised standards of support within the Trust's IT Support Function.
3. Contribute to the overall ethos, work and aims of the Trust and its Schools.
4. Support the effective implementation of projects and Trust/School IT initiatives.

Technical Support at base location

1. Assist with managing access to Wi-Fi and school networks.
2. Rapid, first line response to classroom technical difficulties or access issues.
3. Assist students and staff with access to the network including password resets, storage and printing issues.
4. Assist with the administration of classroom management software including the maintenance of access for information systems including but not limited to Adobe / Bromcom, Google Workspace/ Google Classroom/etc.



5. Assist the IT Services Manager with the technical upgrade, implementation and training for all school related software including but not limited to Bromcom/ SchoolCloud/Google Classroom platforms.
6. To assist with managing access to the network and keep groups and lists up to date.

IT hardware & consumables

1. Contribute to IT projects including the installation and configuration of new and existing IT equipment.
2. Carry out repairs and maintenance to hardware to maximise the efficiency of equipment.
3. Assist in the management of the schools' wireless network and advise trust wide as appropriate.
4. Follow the school procedures for the correct disposal of damaged and un-repairable equipment (WEEE) and support the school in meeting its recycling duties in line with current procedures and legislation.
5. Order and distribute IT related consumables in line with the trust strategy.
6. Support the maintenance and development of the school's network cabling infrastructure.
7. Ensure an up to date inventory is maintained and assist with the production of an annual audit of the IT equipment with the IT Services Manager.
8. Implement the school's equipment cleaning programme for all IT equipment including computers, laptops and projectors.

Service desk support

1. Problem solve and troubleshoot issues on the staff & students' computers such as software, hardware, configuration and user errors.
2. Provide a high quality of user support to include:
 - o Classroom Management Solutions (eg. Impero)
 - o Google applications
 - o Relevant software packages
 - o Desktop support
 - o Peripherals support
 - o VOIP phone support
 - o AV equipment installation in classrooms and offices
 - o Install software as required and expected standards.

General

1. Carry out all problem solving, changes, configuration, availability, capacity and continuity processes in-line with the framework for IT in school's recommendations and guidelines.
2. Actively pursue training and accreditation on agreed plans for the school network and system developments and upgrades including software.
3. Take responsibility for their own professional development, continually keep updated about new initiatives in educational IT, and contribute to the school as a learning organisation.
4. To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
5. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
6. Develop enhanced skills to contribute to a key area of IT development and become a member of the trust wide team that leads on this area of specialism.
7. Be prepared to travel to other schools in the Trust to assist with the implementation or development of systems or equipment linked to this specialism.
8. Engage with research and discussion when considering developments across the trust in this area.
9. Lead on a key aspect in your base school.



Lord Grey Academy

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Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed: _____ Date: _____



PERSON SPECIFICATION A – Application form I – Interview R – Reference

EXPERIENCE / KNOWLEDGE	Essential	Desirable	How evidenced
At least 2 years technical experience supporting networks	✓		AIR
At least 2 years' experience of installing, configuring and supporting desktop systems in a networked environment	✓		AIR
Good working knowledge of Microsoft operating systems / office suite	✓		AIR
Good working knowledge of Google Workspace and applications		✓	AIR
Technical experience supporting/ administering networks		✓	AIR
Experience of installing AV equipment		✓	AIR
Experience of installing, configuring and supporting desktop systems in a networked environment		✓	AIR
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Training on a range of systems	✓		AIR
Basic understanding of WAN and LAN technologies	✓		AIR
Knowledge of school related software such as Bromcom, Google Workspace and Google Classroom		✓	AIR
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to communicate instructions clearly and patiently to users both face-to-face and over the telephone	✓		AIR
Ability to express complex information and ideas orally and in writing in a manner, which is appropriate, logical, well-structured, accurate and meaningful to the audience		✓	AIR
Ability to solve problems while working to a deadline.	✓		AIR
A tidy worker with an eye for detail to ensure installations are neat, tidy and follows appropriate industry standards and Health & Safety guidelines	✓		AIR
Good knowledge and understanding of ICT concepts and practice, current technologies and trends	✓		AIR
Excellent interpersonal skills and substantial experience of client/user contact in a variety of situations	✓		AIR
Considerate and responsive to minimise disruption to the day-to-day activities of the school during installation/ upgrades	✓		AIR
Ability work as part of a team	✓		AIR
Ability to prioritise workloads effectively	✓		AIR
Ability to be flexible and prepared to exercise initiative in the execution of their duties	✓		AIR
Physically fit as the post holder will have to lift/move PCs, monitors, printers	✓		AIR
Excellent knowledge of the health and safety requirements of IT equipment		✓	AIR
A flexible attitude to working service hours	✓		AIR
EDUCATION / QUALIFICATIONS	Essential	Desirable	How evidenced
Educated to GCSE Level or equivalent in English and Maths	✓		AIR
Educated to GCSE Level in Information Technology or equivalent		✓	AIR
Degree level or equivalent with relevant qualification in IT		✓	AIR