Albany Learning Trust

IT TECHNICIAN APPLICATION PACK

MARCH 2026

Albany Learning Trust

IT Technician

Scale 4 £26,403 - £28,142

Salary enhancement available dependent on skills and experience and Project work available.

Full time - 37 hours a week (flexibility required)

Local Government Pension Scheme

We require an IT Technician to join our team.

Albany Learning Trust is looking to recruit an IT Technician to join a highly successful team and assist the ICT Network Manager for Albany Learning Trust.

The successful candidate will join the Trust at an exciting time:

- We are a Living Wage Employer.
- The current Ofsted reports of both schools in the trust recognises they are good with outstanding features.
- Behaviour of students in both schools is excellent.

The successful candidate will:

- have a conscientious attitude towards work duties.
- work well with all colleagues.
- be able to maintain a high standard of work.
- be willing to increase their skills and undertake personal and professional development
- be enrolled in the Local Government Pension Scheme.

Application documents are available to download in the vacancies section of the school website www.albanyacademy.co.uk/vacancies

Apply online by the closing date of midday, on Monday 23rd March 2026 to vacancies@albanyacademy.co.uk.

Interviews will take place on 27th March 2026

March 2026

Dear Applicant,

Thank you for your interest in the post of IT Technician.

Albany Learning Trust is a small, tight-knit school trust based in Lancashire and Greater Manchester. Educating over 1000 children, from early years to age 16, we have a highly ambitious vision for our students, helping them to develop into high performance learners and leaders of the future.
Our trust is innovative and relentlessly focussed on improving teaching and learning. We are the first SSAT Ambassador trust for Embedding Formative Assessment, the first UK maintained trust to achieve the Fundamental Coaching Award and we have an award winning staff development offer. Further details about our trust and our values which we want every member of staff to share can be found on the trust website: https://www.albanylearningtrust.com/about

We have strong links with local teaching schools and local primary schools and we are part of the SSAT Leading Edge network and High-Performance Learning, a world-wide network of schools. Several of our staff provide support to other schools.

The successful candidate will join an experienced and highly successful IT department, which currently maintains the IT provision including servers, PCs, Laptops and iPads. The Trust is introducing new technologies to aid teaching and learning.

The successful candidate will be expected to work at both Albany Academy and Chorley New Road Primary Academy as the need arises. Staff are paid for travel between the two schools where this is required in the working day. Candidates should be open to new ideas and would enthuse and motivate both students and staff, immersing themselves in our community.

This is an essential role to support both schools and IT staff have to work with all staff and students. There are many opportunities for staff to participate in activities within the schools if they wish, including charitable fund raising and attending trips and activities such as Duke of Edinburgh's Award.

Our websites provide a great deal of further information which you may find useful as part of the application process. Prospective candidates are always welcome to visit the school and visits can be arranged by contacting Mrs Shaw on 01257 244020. Our recruitment procedure includes stringent safeguarding checks, which begin prior to interview. We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

As an employer Albany Learning Trust offers the following benefits:
Pension: Access to either the teacher pension scheme or local government pension schemes. These offer defined pension benefits, including generous death in service contribution.
Salary: We are proud to be a living wage employer. We offer competitive rates for all roles.
Travel: Membership of cycle to work scheme, which offers up to 40% off the price of a bicycle, including e-bikes.
Support: Our Employee Assistance Programme (EAP) provides confidential support for staff and their families for both personal and work-related matters.

- We train staff in Chimp Management, which helps with people to manage their mind more effectively, with an approach grounded in neuroscience.
- We have free access to Headspace app, which offers meditation and mindfulness for any mind, any mood and any goal.
- We offer membership of the tech scheme, which offers up to 40% off the cost of personal IT equipment and white goods.

Priority: Children of staff have priority admissions to their school.
Development: Our high-quality training ensures personal, professional development and allows staff to become expert in their role. A clear progression route within the Trust also provides opportunities to prepare staff for their next career step. Partnerships with the top professional bodies and training providers ensures high quality, evidence-based training is always available to all staff. All our classroom staff receive training in High Performance Learning teaching and have access to HPL training pathways. Our leaders are trained by Leadership Matters and have access to professional leadership qualifications including NPQs.

Please return completed application forms, along with a supporting letter of no more than two sides of A4, before the closing date of mid-day on Monday 23rd March 2026. Applications should be submitted electronically to vacancies@albanyacademy.co.uk. Interviews will take place on 27th March 2026. I look forward to receiving your application.

If you are successful as a candidate for this post you will be a welcome new addition to our staff.

Yours faithfully
P Mayland
CEO
Albany Learning Trust

ALBANY LEARNING TRUST

JOB DESCRIPTION

DEPARTMENT **IT**

JOB TITLE **IT Technician**

SALARY **Scale 4 £26,403 – £28,142**

Full time - 37 hours a week (flexibility required)

Salary enhancement available dependent on skills and experience and project work available (Microsoft SharePoint, Power Automate, PowerBI and Flow design work).

RESPONSIBLE TO **ICT and Networks Manager**

Main Duties and Responsibilities

To provide responsive user focused onsite IT support for teaching and learning within the trust. To maintain and organise IT resources. To contribute to the IT team and develop IT across the Trust.

General Responsibilities

1. To be the main point of contact and to provide friendly, responsive and customer focused first line IT support to students and staff in accessing and using IT learning resources.
2. Assist with complex IT issues under the guidance of ICT Network Manager and/or external specialist IT support provider.
3. Assist in the procurement of consumables and hardware ensuring best value.
4. To carry out routine troubleshooting and maintenance of printers, workstations, IT equipment and peripherals.
5. To be responsible for managing the helpdesk system to ensure problems are addressed quickly and effectively and staff and students are aware of the actions taking place to address problems.
6. To help maintain the IT infrastructure as directed by the ICT and Network Manager.
7. To communicate effectively with all students and staff to understand the academy's IT users' needs, and to provide information about IT support, developments or issues.
8. To support the development, testing and maintenance of IT continuity and disaster recovery arrangements for IT.
9. To provide appropriate IT support for events and activities which may take place in the evening.
10. To support the ICT Network Manager to identify and mitigate risks to the operation of the IT network.
11. To provide IT training to staff as appropriate and support the effective induction of new staff.
12. To have oversight of and ensure smooth operations of managed print solutions, including monitoring stock levels of consumables and communication with suppliers as required.
13. To have oversight of and ensure smooth operations of learning walls within school.
14. To update the school website, when required.
15. To fulfil the duties of ICT and Network Manager as required in their absence.
16. To contribute to the compliance of GDPR within the Trust.
17. Ensure Health and Safety compliance with IT equipment and installation.
18. Proactive in identifying issues and providing solutions
19. Monitoring and recording equipment on the asset register
20. Oversee pat testing of IT equipment

General

1. Provide first aid support to students as a member of the staff first aid
2. Support staff as required in their roles as directed by the ICT Network Manager
3. Undertake any other reasonable requests from the Headteacher

To undertake any other reasonable requests from the Headteacher

Person Specification

Person Specification – IT Technician			
Criteria	**Essential**	**Desirable**	**How to be assessed A = Application I - Interview**
Qualifications & Experience:			
1. GCSE English and maths to grade C or above	E		I/A
2. Commitment to professional development	E		I/A
3. Excellent analytical and problem solving skills	E		I/A
4. Working knowledge of Microsoft Software (Windows / Office)	E		I/A
5. An understanding of Office 365			
6. Committed to the improvement of the academy	E E		I/A I/A
7. Committed to safeguarding and promoting the welfare of children and young people	E		I/A
8. Able to prioritise and organize work			
9. Resilient and respond well to pressure, deadlines, interruptions and conflicting demands	E E		I/A I/A
10. Capable of responding constructively to criticism			
11. Ability to maintain a healthy work/life balance	E		I/A
12. ICT qualification	E		I/A
13. First Aid Certificate		D	
14. Experience of working in a school or academy environment		D D	I/A I/A
15. Appreciation of IT in classroom setting		D	I/A
16. Sound technical knowledge of school IT systems		D	I/A
17. Experience of managing an active directory environment		D	I/A
18. Working knowledge of Laptop / Desktop Repairs		D	I/A
19. Working knowledge of Servers and Networks		D	I/A
20. Experience of managing Apple hardware and software		D	I/A
21. Experience of working in a 'helpdesk' environment		D	I/A
		D	I/A

Personal qualities:			
1. Enthusiastic, energetic and self-motivated	E		I/A
2. Excellent interpersonal skills. Communication with students and staff Patient, tolerant and friendly approach	E		I/A
3. Able to ensure confidentiality is maintained at all times	E		I/A
4. Reliable and honest	E		I/A
5. Be a professional role model for students	E		I/A
6. Ability to create and manage and maintain effective working relationships with students, staff, visitors and IT suppliers	E		I/A
7. Have flexibility, sensitivity and tact	E		I/A
8. Committed to the improvement of the academy	E		I/A
9. Committed to safeguarding and promoting the welfare of children and young people	E		I/A
10. Resilient and respond well to pressure, deadlines, interruptions and conflicting demands	E		I/A
11. Capable of responding constructively to criticism	E		I/A
12. Able to work well as part of a team and alone	E		I/A
13. Ability to use initiative and be receptive to new ideas, approaches and challenges		D	I/A
14. Able to prioritise and organize work		D	
15. Ability to maintain a healthy work/life balance		D	I/A I/A

The Albany Way

We succeed because we care.

Community

This is a *community* where everyone is valued, can make a contribution and is empowered to take control of their own destiny. Where everyone *works together* and learns from each other.

Aspiration

We hold *hope* for every individual member of our community. In recognising their personal circumstances and by offering opportunities, we lay the foundations for their *future success*.

Resilience

Within our nurturing community we recognise that success is built on *effort*, a 'can do' attitude, ensuring the little things are done well and having no fear of failure. Everyone sets themselves the highest expectations and maintains a *hunger for improvement*.

Enthusiasm

As a result, we develop *well rounded human beings*, who are prepared to make a positive contribution to our wider community; who demonstrate mutual respect, empathy, an acute appreciation of fairness and a *strong sense of self-worth*.

ALBANY ACADEMY PPD FRAMEWORK - SUPPORT STAFF

Role	What can I do?	How might school support me?	CPD opportunities through Links	Opportunities through the local authority	CPD opportunities through National links
Newly appointed support staff	Consider joining a Professional Association or Union Start a continuing professional development (CPD) file Consider your career goals Become familiar with the National Occupational Standards relevant to your role Explore the school and local authority websites Visit the Training and development Agency (TDA) website for the support staff career development framework Become familiar with the Albany Way and read about the policies relevant to your role Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people	Induction to school in order to: Understand roles and responsibility within the school Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards Ensure that you understand the probationary period and the mechanisms for performance review	Visit other establishments	Attend local authority development and training courses	Skills for Life – National Literacy/Numeracy Level 2 Adult Education Move On/Learn Direct ECDL/ITQ National Vocational Qualifications
Administration and finance	Understand the school improvement plan and the part you can play Maintain a CPD file Reflect upon the National Occupational Standards relevant to your role Consider career goals and discuss with line manager Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements Indicate training needs through professional review Undertake development opportunities Enrol for Basic Skills/L2 Literacy/Numeracy if not already	In addition to Induction (above): A clear and up to date Job Description which is discussed during review meetings Participate in Peer Coaching or mentoring Observation and feedback (as part of the performance management process) Peer observation (of and by peers) The school may provide a mentor to support you undertaking work based qualifications Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	SIMS training and support Courses available through the Local Authority PPD programme Speak to your school PPD Leader	As above plus … NVQ in Team Leading Certificate in Business Administration Certificate / Diploma in School IOSH Managing Safety Qualification ILM Diploma in Business Management

	held Participate in mentoring new colleagues Maintain a Professional Development Portfolio	priorities, national occupational standards and career aspirations Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards Opportunities to review school policies and protocols relevant to your role Job Shadowing Participation in staff meetings Opportunities to mentor less experienced colleagues Support to attend training and development identified during performance management			
Caretakers and site managers **Team leaders**	As above Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification	As Above plus; Provision of information through HSE information	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus … Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid NVQ in property and caretaking supervision Foundation Degree (eg in facilities management) www.creativeeducation.co.uk PPD specific to support staff; Technicians, Health and Safety officers www.britsafe.org Managing Safety qualification
Cleaning and site support **Team leaders**	As above Mentor and coach new colleagues Undertake development opportunities	As above	Local support staff networks Training opportunities	Courses available through the Local Authority CPD programme	As above (top line) plus … Certificate in Support Work in Schools

	Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification		through local networks Sharing good practice through local networks Best practice visits to other schools	Speak to your school PPD Leader First Aid at Work Manual Handling	NVQ in Cleaning and Support Services Award in health and safety in the workplace Certificate in basic first aid www.creativeeducation.co.uk PPD specific to support staff; Technicians, Health and Safety officers
Kitchen staff **Team leaders**	As above Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification	As above	As above	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus … Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery

Pastoral staff and Teaching Assistants	As above plus; Information available in LPDS publications for example, health and well-being, ethnic minority achievement. Become familiar with the Teaching Assistant standards. Oversee a Learning and Teaching project.	As above plus;	Join networks such as Chorley and South Ribble; Attendance, Equalities, Health. L2/L3 counselling and introduction to counselling qualification. Runshaw College - NCFE CACHE in supporting teaching and learning L2/L3	LPDS courses, behavior and attendance, well-being, educational visits, first aid, governor training, safeguarding, school support staff, ethnic minority achievement. Moving and Handling training	Best Practice Network. Support staff courses HLTA National qualifications National Leadership courses www.creativeeducation.co.uk CPD specific to pastoral staff; safeguarding officers cover supervisors Teaching Assistants Librarians

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