



IT Technician

Grade 4-5 (depending on experience)

Required from January 2027

That person is

like a tree

planted by streams of water, which

yields its fruit

in season and whose leaf
does not wither

whatever they do

prosper.

Psalms 1:3



A LETTER FROM THE HEADMASTER

Dear Colleague,

Thank you for expressing an interest in applying for the position of **IT Technician** at St Christopher's. This vacancy will provide the successful candidate with the opportunity to work in a very strong department and an Outstanding 11-18 Church of England high school.

The successful candidate will join a joyful, flourishing and thriving school. The staff are hard-working, reflective and collegiate in approach. Our pupils are a delight and parents are very supportive.

We are always oversubscribed in Year 7 and the Sixth Form, although we take nothing for granted. This year, for example, well over 750 pupils applied for one of our 195 places. St Christopher's is a rewarding place to work and to develop professionally. The school engenders real loyalty from all who are associated with it.

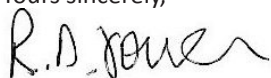
The application form should be completed electronically and emailed to **vacancies@st-christophers.org**, marked for the attention of Mrs Grimshaw, my PA. It should be accompanied with a supporting letter of not more than two sides of A4 paper, in 11-point font, explaining your suitability for the post, including reference to your skills, experience and a flavour of your vision for teaching at St Christopher's.

The closing date for applications is **Friday 25th September 2026 (midday)** and interviews have been scheduled for the week commencing 12th October 2026. The role will start Monday 4th January 2027

If you would like to find out more about the school or position, or to organise a visit, please feel free to email my Personal Assistant, Mrs Grimshaw (c.grimshaw@st-christophers.org).

I took up my present position at St Christopher's in September 2013 and yet I still recall the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Headmaster



"The clear Christian vision of the senior management team (SMT), ably led by the headteacher and well supported by governors and the director of spirituality, ensures that the academy is a caring and inclusive community in which learners flourish as 'children of God'."

ABOUT ST CHRISTOPHER'S

Introduction

St Christopher's is a highly successful and popular 11-18 co-educational Church of England single academy with 1,300 pupils and students on roll. We are situated in the Lancashire town of Accrington close to the Ribble Valley. Good motorway links mean that Preston, Burnley, Blackburn, Manchester, and North Yorkshire are all within a 30–40-minute car journey. The school is situated in a pleasant setting with views towards Pendle Hill.

Our pupils come from a wide catchment area. Pupils join us in Year 7 from over fifty primary schools, and the sixth form receives students from around thirty secondary schools. We enjoy an enviable reputation, built-up over many years, for providing high quality education for a comprehensive intake of pupils. Our reputation means that we are a popular school, and always over-subscribed. However, we do not allow ourselves to become complacent, always striving for higher standards in all areas. This year, for example, well over 750 applications were received for the 195 on offer. Fourteen per cent of our pupils are eligible for the Pupil Premium and 3% are from minority ethnic groups.

Our teaching comprises of 80 teachers and 12 teaching assistants. The core Senior Leadership Team is substantively the headmaster, two deputy headteachers, three assistant heads and the School Business Manager.

The school's commitment to learning extends to staff as well as pupils; there is a well-developed support structure for early career teachers and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop and further improve the quality of teaching and teachers are encouraged to think deeply about how pupils learn. Whilst we appreciate the contribution that technology can play in assisting learning, we remain committed to the idea that it is the teacher who makes the difference.

Academic results

Our pupils achieve very well with typically over 60% of Year 11 pupils gaining 5+ GCSE passes at grades 9-5, including English and mathematics. The proportion of pupils moving on to high quality destinations is the highest for any Lancashire non-selective secondary school. Our Sixth Form, which opened in 2010 and now has over 300 students studying A-level, continues to achieve impressive results, with 84% of students gaining A*-C. Attainment and progress are at record levels.

The school has grown significantly in recent years, but this period of change has been managed without compromising the high standards of pastoral care and academic achievement for which we are well known.

Curriculum

We offer a genuinely broad and balanced curriculum to all year groups rooted in a strong and coherently expressed sense of educational purpose and intent. Pupils acquire the skills, concepts, knowledge, and skills necessary to prepare them to take place their place as active and successful citizens of the 21st century.

At Key Stage 3, subjects are taught according to the National Curriculum requirements, and a wide range of proven learning styles are used to ensure that all pupils are engaged and able to progress. Teachers use their expertise to identify the key knowledge that pupils need, and this helps pupils to strengthen their ability to recall information and to deepen their understanding.

In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and RE. In addition, pupils select courses from a wide range of GCSE options. Pupils are encouraged to study the EBacc suite of qualifications, with the most able following separate science courses.



Nearly thirty A-level courses are offered in the Sixth Form. Most students continue to study four subjects for most of the Lower Sixth and continue with three of these in the Upper Sixth. All sixth formers participate in our extensive enrichment programme. A wide range of options are available including pre-professional work experience, sports academies, archery, and dance. Most students progress to university with many making successful applications to Russell Group universities including Oxford and Cambridge.

The curriculum is based around five sixty-minute periods per day, organised as a two-week 48 lesson timetable.

Extra-curricular activities

Pupils are encouraged to participate in a wide range of extra-curricular activities including one of the largest school-based Duke of Edinburgh Award Scheme in Lancashire, an award winning eco group, and a vibrant music department which enjoys a national reputation. Opportunities for foreign travel are numerous, including, in recent years, visits to India, Iceland, USA, Paris, Rome and Barcelona.

All staff are encouraged to participate to the extra-curricular life of the school and contribute in any way they can.

Pastoral care

The Heads of Year and Form Teachers (Personal Tutors in the Sixth Form) have responsibility for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day to enable form teachers to get to know each pupil as an individual.

Pupils are offered many opportunities to accept positions of responsibility in addition to the senior roles of prefect, Head Boy, and Head Girl. Pupil Voice is active and encouraged and most notable through the work of an active School Council.

Spiritual care and worship

St Christopher's opened in 1958 to educate the children of Church going families of east Lancashire. Admission to the main school is primarily based on parental patterns of worship at churches recognised by Churches Together or the Evangelical Alliance.

The school motto of 'Ad Gloriam Dei' informs all that we do. We try to establish caring attitudes and lasting values through worship and work done in the classroom, as well as, on a more practical level, supporting charitable appeals.

Each school day begins with an act of worship within the Anglican tradition. A Chaplaincy Team supports our worship and pastoral work, each year group having its own chaplain.

At the last SIAMS inspection (2024) the school was judged to be 'inspirational'.

Ofsted

The school was inspected by Ofsted in December 2016 and was judged to be Good with several Outstanding areas. Inspectors reached some telling judgements.

- 'Leaders have created an ambitious culture. Pupils are expected to become the best they can be, both academically and socially.'
- 'Pupils' attendance is excellent.'
- 'The work the school does to keep pupils safe is exemplary.'
- 'The behaviour of pupils is outstanding.'
- 'Tolerance and respect are strongly evident throughout the harmonious school community and the warm and inclusive ethos permeates every aspect of the school's work.'
- 'Pupils are proud of their school. Pupils of all abilities demonstrate resilience and enthusiasm in lessons.'
- 'Attainment is at record levels.'

These judgements were confirmed in our Section 8 report which was published in May 2022.

We all work hard to ensure that every child at St Christopher's is known, supported, and challenged. In the words of one of our former students...

"I am still not sure what I want to be but after studying at St Christopher's I know who I want to be."

"St Christopher's Christian virtues give all pupils a caring, structured environment in which we flourish into capable and successful young adults. Our school ethos establishes a compassionate atmosphere that guides us to become positive, appreciative members of the St. Christopher's family."

WHAT'S IT LIKE TO WORK AT ST CHRISTOPHER'S?



Linda (main scale teacher of science)

"St Christopher's saved my teaching career! My last job in teaching left me feeling demoralised and wanting to get out of the profession but here I feel supported and appreciated. The staff are unbelievably welcoming and the pupils are hard-working, conscientious and respectful."

Margaret (reprographic technician)

"My work-life balance has flourished since taking on this role. The staff form a great team and are dedicated to inspiring all pupils. I know that I am valued and enjoy every day working at St Christopher's."



Rebecca (Wellbeing and Senior Mental Health Lead)

"Joining the staff team four years ago I instantly recognised that St Christopher's is a school that cares for its staff. I feel privileged to work alongside an array of skilful colleagues whose shared goal is to maximise the potential of our pupils. At St Christopher's we all flourish."

Scott (ECT Science)

"St Christopher's has provided me with the skills and knowledge to thrive in the classroom since starting as an ECT. Teaching is tough and so it is good to know that my wellbeing is considered and that I am provided with the autonomy to try out new ideas and approaches, safe in the hands of supportive middle leaders and senior leadership team."





Sian (upper pay range teacher of English)

"Joining St Christopher's helped me fall back in love with teaching. This is a school which is committed to creating well-rounded pupils and which takes its responsibilities at the centre of the community very seriously. While the school maintains its reputation for academic excellence, it is this emphasis on the wider impact of education which makes St Christopher's a unique and special place to work."

Devaki (PSHE and Careers Lead)

"The school is more than just a place to work. St Christopher's is a school community in every sense of the word, where staff genuinely care about the well-being and personal development of the pupils and students in their care, and support one another in doing so."



Peter (Catering Manager)

"I came to St Christopher's having worked in schools and for a multi-academy trust and I've been delighted with the warmth of the welcome that I've received. From the headmaster down there is a deep sense of connectedness and desire to pull together for the sake of the whole community. St Christopher's has given me the trust and encouragement to deliver positive changes across my area of responsibility, improvements that have allowed the children to thrive and grow."

Ebony (middle leader and teacher of mathematics)

"St Christopher's is a fantastic place to work. It is more than just a school, it is a community of pupils and staff who look out for each other and strive to be the best version of themselves. I have worked here for four years and been offered great opportunities to advance and progress."



JOB DESCRIPTION

Post Title:	IT Technician
Grade:	Grade 4-5 (NJC Spine Points 4-11)(depending on experience)
Hours:	37 hours per week,
Contract:	Full time (52 weeks) / Permanent
Salary:	£25,185 - £28,142

Responsible to: Network Manager

Main Purpose

Assist the Network manager with the management and development of the network infrastructure within the school, to ensure the safe and reliable running of the ICT network in order to maintain a high quality service for staff and students.

Key Responsibilities:

1. To assist in maintaining the school's ICT network and systems

- Provide technical support to end users through a helpdesk system, ensuring all incidents and service requests are accurately logged, tracked, and escalated to internal teams or third-party support providers as required.
- Organise and resolve most issues/queries of a technical nature independently.
- Work alongside IT teams to deliver large-scale and complex installation projects within the school, ensuring effective planning, coordination, and minimal disruption to users and services.
- To provide hardware and software support for all IT equipment.
- Ensure that software, licenses, operating systems and anti-virus protection are regularly updated
- To maintain all peripherals within the school.
- To assist in the installation and maintenance of all new software and IT equipment.
- To assist in producing and updating department documentation including the asset database.
- Deliver hardware and resources to work areas and classrooms as required.
- Oversight of ICT consumables and order spares when necessary
- Liaise with external suppliers to arrange repairs and installations.
- Deputising for the Network Manager, when and where applicable
- Carry out daily network health checks alongside the Network Manager, proactively identifying and resolving potential issues to minimise service disruption and prevent major incidents.

2. To provide technical support for all users, curriculum and administrative

- To provide support to users of the school's Management Information System (SIMS) and other administrative software, escalating issues to support providers where required.
- To provide support to students and staff in accessing ICT.
- Perform the backup and restoration of systems, applications, and user data, including conducting regular test restores to verify backup integrity and ensure successful recovery when required.

General Duties

- In consultation with or under the guidance of the network manager, co-ordinate the planning, developing and/organising of the school's ICT network.
- Provide relevant reports as requested and required by the Network manager and Senior Management Team
- Undertake routine maintenance of equipment
- Ensure adherence to health and safety regulations in relation to ICT equipment used by staff and pupils
- Advise and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers
- Develop and implement plans to safely and securely store allocated resources / materials / equipment
- Update records, including production of reports and analysis of information.
- Ensure the effective implementation of school policies and procedures with particular regard to safeguarding, Health and Safety, Confidentiality and Data Protection.
- Carry out other duties that may reasonably be required by the Headteacher
- A sound working knowledge of the practices, processes and procedures relevant to the role, specifically the services and software outlined within the person specification.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required, including duties at a lower grade and deputising for a higher grade.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply the school's health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare and children and young people. All successful applicants will be subject to an enhanced DBS disclosure.

This job description will be reviewed regularly and may be changed, in consultation with the post-holder, to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

The appointment is subject to the current conditions of employment of deputy headteachers contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant teacher and headteacher standards.

"St Christopher's offers a friendly and supportive environment, where teachers strive to support each individual pupil to fulfil their potential. The varied curriculum and rich opportunities provided ensure that pupils flourish both socially and academically."

PERSON SPECIFICATION

Candidates for this post should have or be able to demonstrate the following:

Training, qualifications and experience

- Good standard of basic education including English and mathematics E
- Extended experience or the ability to demonstrate the competence to undertake the role E
- Possession of a relevant ICT qualification, to meet the demands of the role, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable D
- Experience of working in a school or college D
- Working knowledge of the practices, processes and procedures relevant to the role i.e. understanding and experience of: Windows Update Services, Windows and Printer Deployment, Group Policy Management, Active Directory, DNS, DHCP, Microsoft Hyper-V, Windows Server, Microsoft 365 management, wireless network implementation and management, Firewall management, Web filters and Infrastructure Management D
- Knowledge and experience of maintaining and repairing pcs, laptops, printers and audio visual equipment E
- Similar knowledge of printers, reprographics and managed print solution would be desirable D
- Experience of implementing new systems, hardware and software (ie research, test and install new technologies) E
- To be willing to undertake the PAT test training D

Professional knowledge and understanding

- Prior experience of managing users in a Microsoft 365 tenancy E
- Knowledge and understanding of a Management Information System D
- Able to troubleshoot and resolve problems including innovative approach E
- Good planning and organisational skills, with the ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative. E
- Ability to maintain positive relationships with students, staff, parents and members of the community E
- Developed skills appropriate to the job discipline E
- Confidence and enthusiastic to work with staff and student and including those with limited ICT knowledge and understanding E
- Ability to communicate technical fixes to end users in clear, non-technical language, enabling users to implement solutions where appropriate D

Personal and professional qualities

- A passionate belief in the school's mission statement, aims and objectives E
- Highest levels of professional and personal integrity (including maintaining confidentiality and discretion at all times) E
- Highly motivated, enthusiastic and flexible to change E
- Excellent Interpersonal skills (verbal and written communication) E
- Personal resilience, persistence and perseverance E
- Commitment to on-going learning and professional development E
- Hard working, loyal and flexible in approach to work E
- Excellent time keeping and attendance record E
- Willingness to support the ethos of a Church school E
- Christian commitment D
- Commitment to support the school's agenda for safeguarding and equality and diversity E
- Enhanced DBS clearance will be required E

Confidential references

Professional references should show a strong level of professional support and a positive recommendation from the applicant's current employer.

E = Essential | D = Desirable

"I was a bit nervous on my first day, but afterwards I knew that somebody would always be there for me if I needed help."



St Christopher's CE High School

Queens Road West, Accrington, Lancashire, BB5 4AY

 **01254 232 992**



www.st-christophers.org

