



# ST JAMES'

CATHOLIC HIGH SCHOOL



## IT Technician

Candidate Information | May 2026



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- In 2025, **73% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **46% achieving a Grade 5 or above in both English & Mathematics**
- **82 grade 9s and 115 grade 8s were awarded to our students in 2025**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

**Anthony Pontifex**  
Headteacher



Governors seek the following appointment

**IT Technician,  
Full time, Permanent. 37 hours per week, Term time only + 2weeks  
NJC Scale 4 - £26,403 - £28,142 pro rata (actual 23,660 - £25,220)**

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022, with "Outstanding" Outcomes for Pupils.

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated IT Technician

**Closing Date: Wednesday 10<sup>th</sup> June 2026, 12noon**

**Interviews: Tuesday 16<sup>th</sup> June 2026**

Please note a current CES application form (Support Staff) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# IT Technician

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Main responsibilities of the post

- Manage and deliver the school's IT services and contribute to the development of the school's IT strategy, in collaboration with the IT manager.
- Support and implement IT-related projects that help to modernise IT in line with current developments in technology.
- Be aware of and keep up to date with, relevant government and school policies, and the school's responsibilities under these, when delivering IT services, including those on safeguarding, health and safety, data protection and cybersecurity.
- Support with the organisation and supervision of the school's IT and data systems, contributing to the planning, development and monitoring of IT support services.
- Support with design and print requirements in Reprographics.
- Support and contribute to the overall ethos of the school.
- Participate in training and professional development opportunities as required.

## Organisation

- Assist the IT & Network Manager in the procurement of IT equipment.
- Be jointly responsible for maintaining the school's management information system (MIS), ensuring faults are identified and resolved in a timely manner.
- Liaise with staff, pupils and suppliers to support the department and school's aims and objectives.
- Be involved in promoting the effective and appropriate use of IT equipment to staff, pupils and parents.
- Contribute to the school's IT development plan to ensure effective and timely implementation within allocated areas of responsibility.
- Maintain access information for information systems and be an administrator for all domain users and email accounts.
- Keep up-to-date with developments in IT and update practices where necessary.

## Facilities and software maintenance

- Undertake maintenance of all IT hardware, software and the school's network.
- Carry out regular testing on all IT facilities and software.
- Carry out the installation of hardware, software and any other IT equipment, ensuring they are safe before use.
- Repair and maintain IT equipment to maximise efficiency.
- Install updates on school software and hardware as soon as they are available.
- Maintain an asset register for all IT equipment

- Assist in the maintenance of the school's internal intranet and external website, in line with SLT requests.
- Maintain a database of all software licences, ensuring all software is properly licensed.
- Ensure the correct disposal of damaged equipment in line with current procedures and legislation.

## Technical Support

- Assist with the school's helpdesk provision, ensuring timely resolution to requests and problems and provide regular status updates.
- Keep up-to-date with, and provide support on, the main software packages used within the school.
- Set up equipment to support the delivery of the curriculum.
- Provide advice and training to staff on IT software where required.
- Troubleshoot issues on staff and pupil computers, such as software, hardware, configuration and user errors, and ensure these are dealt with in a timely manner.
- Be available to work (on occasion) varied hours to support events that require IT and AV assistance.
- Provide high-quality user support in all areas of the school's IT systems.
- Assist with printer and copier support as required.

## Data Management

- Ensure all data is handled, stored and disposed of in accordance with the Data Protection Act 2018 and the UK GDPR.
- Install software to ensure the safety of school data and report any breaches to the DPO.
- Be jointly responsible for the school's data management software, including fault resolution, updates, data backups and transfers.
- Ensure that you demonstrate the highest possible levels of responsibility and integrity when dealing with the information, data and access to the school network and its resources.

## Cybersecurity

- Assist with ensuring the school meets RPA cybersecurity requirements, including user training and awareness.
- Serve as a first responder to suspected security incidents e.g. Phishing attempts, virus outbreaks, unauthorised access and escalating serious issues as per the school's incident response plan.
- Ensure access and control is enforced for staff and students ensuring appropriate permissions are set for the network and applications.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description. The successful candidate will be willing to undertake the level of DBS check required for this role. They will also be able to provide at least two references.



# IT Technician

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
A recognised computer or network qualification or equivalent experience.	✓		✓	
A college-level certificate in IT, computing or a related subject.		✓	✓	
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
<b>Skills and Experience</b>				
Experience of working in a school environment		✓	✓	
Using school information.		✓	✓	
Working with a school management information system.		✓	✓	✓
Working in a similar role.		✓	✓	✓
Working with sensitive information.		✓	✓	✓
Managing and interpreting data.		✓	✓	✓
Managing projects.		✓	✓	✓
Installing and configuring IT hardware and software.	✓		✓	
Procurement and budget management.		✓	✓	
Working well as part of a team.	✓		✓	
Prioritising and delegating effectively.	✓		✓	✓
Problem-solving and IT solutions.	✓		✓	✓
<b>Professional Knowledge</b>				
Data entry		✓	✓	✓
Knowledge of SIMS, SISRA, Google, would be advantageous.		✓	✓	
Network infrastructure and Data analysis		✓	✓	✓
Microsoft Office and Windows.		✓	✓	✓
Current IT protocols and standards.		✓		✓
Troubleshooting hardware, e.g. servers, routers, switches and hubs.		✓		✓
<b>Personal skills and qualities</b>				
Responsible, reliable and able to demonstrate the highest levels of trust and integrity.	✓		✓	✓
Organised and efficient.	✓		✓	✓
Reliable, punctual and have good attendance.	✓		✓	✓
Proactive in the working environment.	✓		✓	✓
Enthusiastic and positive.	✓		✓	✓
Able to accommodate changes in priorities and work flexibly when required	✓		✓	✓
Able to anticipate workload and plan ahead.	✓		✓	✓
Excellent communication skills, including with young people.	✓		✓	✓

# Contact

**Kirsty Bowers**

PA to the Headteacher

0161 482 6900

[headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)

St James' Catholic High School

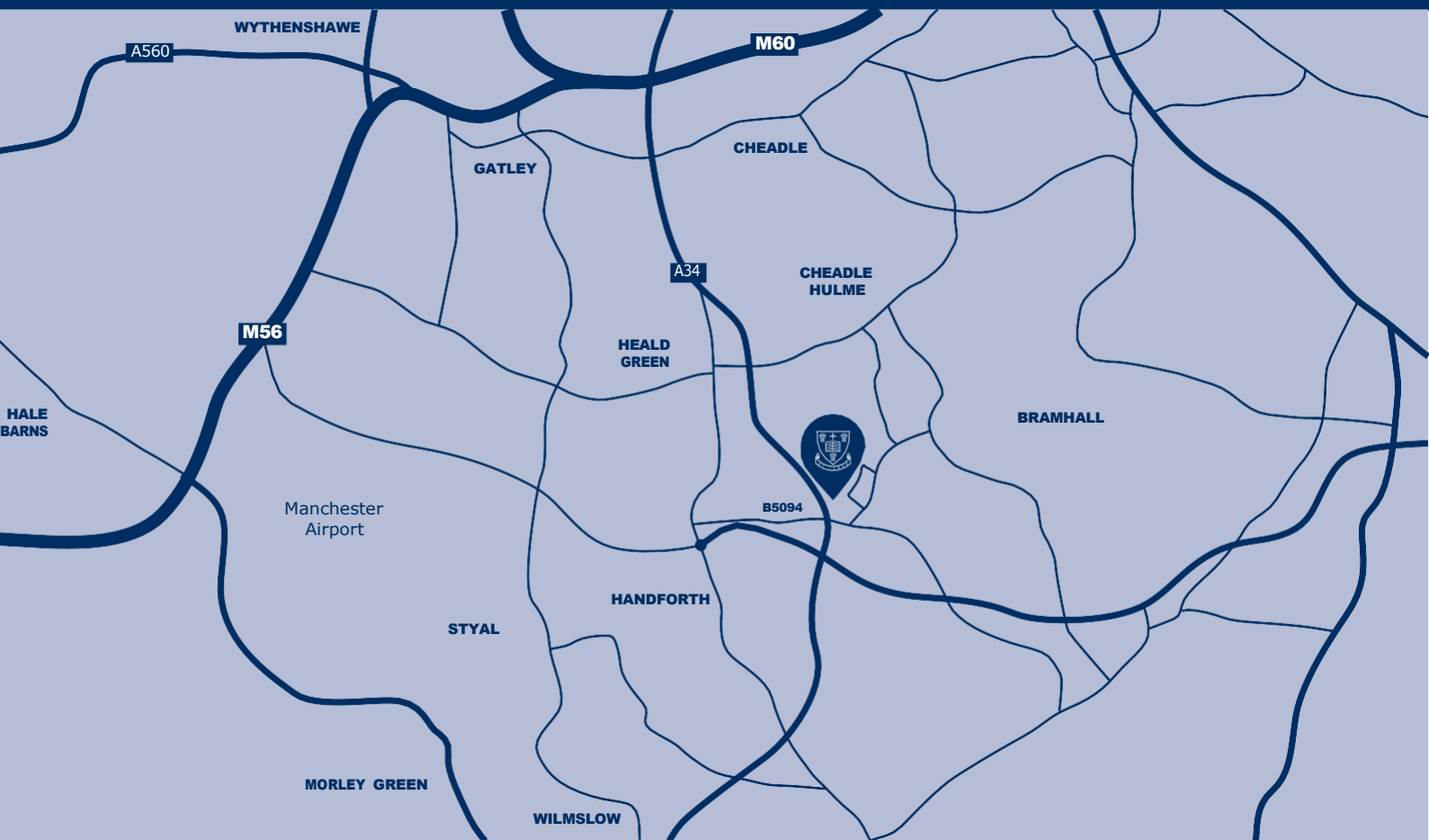
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26