**POST: Trust Senior IT Technician**

**SALARY: NJC Local Government Pay Scale Grade G Points 20 - 25**

**(£30296 - £33945 per annum)**

**HOURS: Permanent, Full-time 36 hours per week**

Southport Learning Trust is a growing and dynamic Trust consisting of seven schools. At present our family consists of five secondary and two primary schools- Bedford Primary School, Birkdale High School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School and Stanley High School.

Due to retirement at Maghull High School, we are actively recruiting a Trust Senior IT Technician who will provide IT management and technical support to Maghull High School and the wider Trust.

Duties will include but are not limited to:

**· IT Systems Management:** The role involves day-to-day management of both on-premise and off-premise systems, including Microsoft 365. This includes ensuring systems are patched, up-to-date, and secure.

**· Technical Support:** The successful candidate will provide high-level technical support to both staff and students at Maghull High School. They will also support Trust initiatives, including 1 day per week at our Southport Office.

**· Infrastructure Maintenance:** Responsibilities include maintaining an up-to-date hardware and software inventory, managing school networks and infrastructure equipment (such as servers, switches, WiFi, and firewalls), and troubleshooting system issues.

**· Data Protection and Security:** The role involves adhering to Trust Data Protection and Record Management Policies, reporting any concerns or breaches swiftly to the Data Protection Officer, and ensuring backup systems are functional and regularly tested for cybersecurity compliance.

**· Professional Standards:** The IT staff are expected to follow policies and procedures, attend staff meetings, and maintain professional business standards in dress, courtesy, and efficiency.

**· Line Management of IT Technician:** As part of this role, you will be responsible for managing the school IT technician including performance management reviews, mentoring and support.

Applicants are required to be able to travel locally between school sites overseen by the Trust.

Southport Learning Trust is committed to the wellbeing of all staff through continued professional development and a comprehensive Employee Wellbeing Assistance Programme.

Employee benefits include-

Annual leave – Less than 5 years’ service 26 days plus 2 discretionary days plus bank holidays and over 5 years’ service 31 days plus 2 discretionary days plus bank holidays

Generous local government pension scheme

Staff wellbeing package, cycle to work scheme, on-site parking and mileage expenses for travel.

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

For further details please visit www.maghullhigh.com

For any enquiries about the post please contact Miss N Bowen at [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com) or telephone: 0151 527 3961.

**CLOSING DATE: Monday 10th June 2024 12 noon**

**INTERVIEWS TO BE HELD: Friday 14th June 2024**