



Vacancy Pack

IT Technician



Aletheia

Academies Trust





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Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

Our Schools



Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



St Botolph's Church of England School

Number of pupils: 449

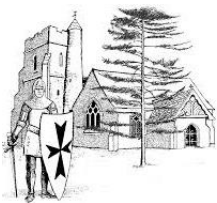
[Click here for the St Botolph's school website](#)



Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)



Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



Holy Trinity Church of England (VA) Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)



Cliffe Woods Primary School

Number of pupils: 392

[Click here for the Cliffe Primary school website](#)

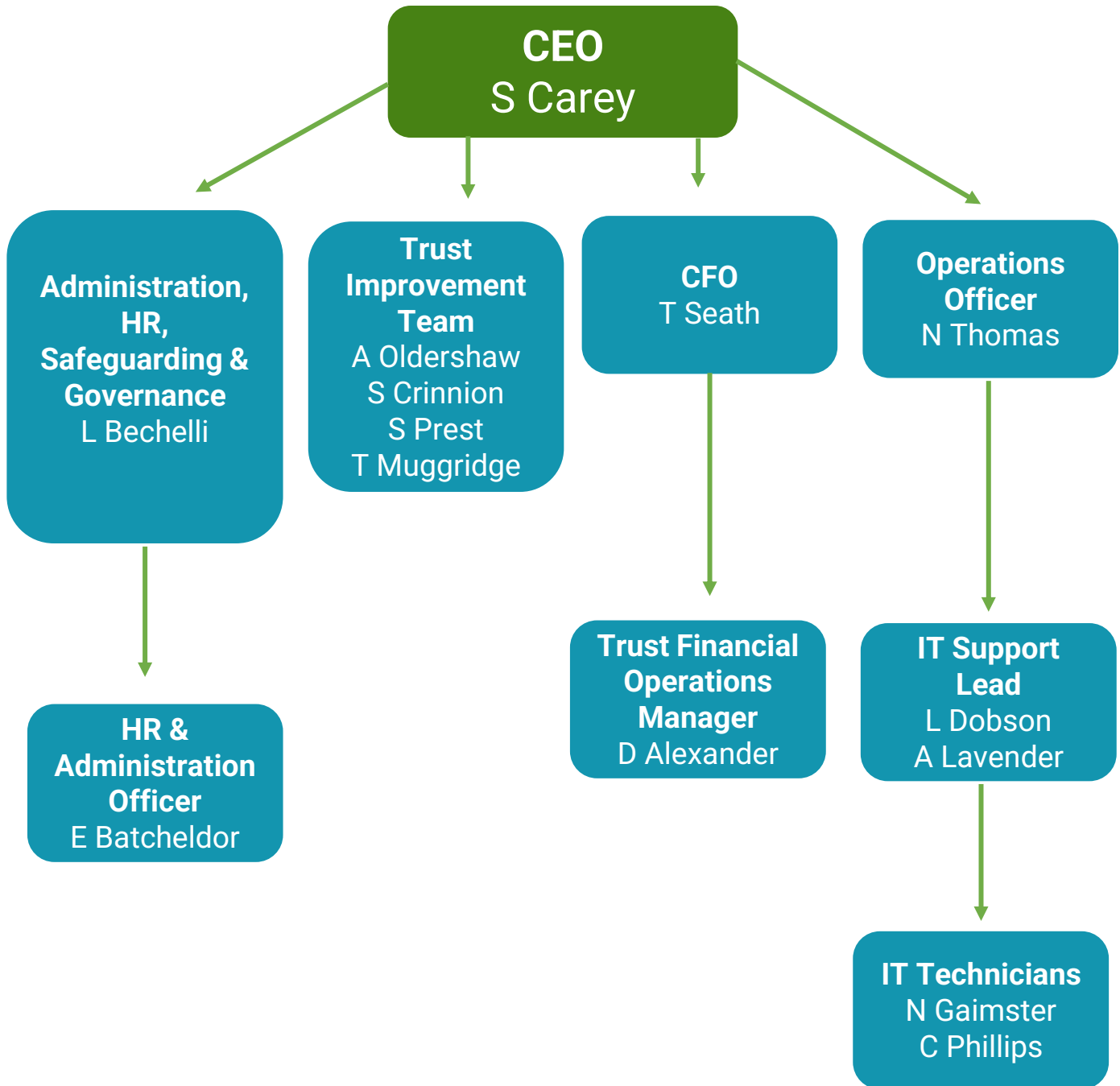


Halling Primary School

Number of pupils: 344

[Click here for the Halling Primary school website](#)

Our Central Team



Job Description

Purpose: Support the Trust IT Support Lead, staff, and pupils in the delivery of the curriculum including the efficient running and maintenance of IT facilities throughout the Trust; including the lead all-through academy and associated primaries (10).

Pay Scale: Kent Range 6

Responsible to: Trust IT Support Lead

Key Tasks and Responsibilities:

- ▶ Provide first line support to a range of stakeholders across the Trust via the Trust's central IT Helpdesk provision, including in-person as required across all academies in the Trust.
- ▶ Detect, diagnose, and resolve hardware and software related issues at all academies within the Trust.
- ▶ Installation, maintenance, and repair of a wide range of IT hardware.
- ▶ Ensure appropriate cyber security & GDPR procedures are adhered to.
- ▶ Proactively monitor and review IT services.
- ▶ Ensure IT assets are tagged for addition to the asset register.
- ▶ Maintain software inventory.
- ▶ Administration of user accounts and groups within Active Directory and the Trust's MIS system, Arbor.
- ▶ Deploy, manage and reload software installation and computer images.
- ▶ Carry out basic safety checks to ensure IT equipment is safe for, use following relevant Health and Safety procedures.
- ▶ Observe and report IT risks to the Trust IT Support Lead.
- ▶ Provide documentation and training where appropriate.
- ▶ Adhere to academy and Trust policies.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▶ Good standard of general education (i.e., GCSE Mathematics and GCSE English or equivalent). 	<ul style="list-style-type: none"> ▶ CompTIA A+, N+ or equivalent ▶ Level 3 IT related qualification.
Experience	<ul style="list-style-type: none"> ▶ Supporting and troubleshooting end-user computing devices, telephony (3CX), and networking components. 	<ul style="list-style-type: none"> ▶ Working within an educational setting (primary or secondary) ▶ Experience providing remote support.
Knowledge and Skills	<ul style="list-style-type: none"> ▶ Confident, clear and differentiated written/verbal communication to all stakeholders at different levels. ▶ Microsoft Office, especially Excel, Outlook, and Word. ▶ Knowledge of current Microsoft Windows, Android, and Apple client operating systems. ▶ Good understanding of computer components and networking. ▶ Physical ability to lift and move large equipment. ▶ Good analytical and problem-solving skills. ▶ Ability to prioritise workload and work independently. ▶ Tact and diplomacy to deal with a range of situations. 	<ul style="list-style-type: none"> ▶ Experience using a support helpdesk and ticket system. ▶ Experience troubleshooting issues within a classroom environment. ▶ Knowledge of administrating Microsoft Office 365.
Character	<ul style="list-style-type: none"> ▶ Strong moral purpose and drive for improvement ▶ Desire to develop yourself ▶ Motivated and flexible ▶ Ability to receive and act on feedback ▶ Ability to work under pressure ▶ Team player 	
Additional	<ul style="list-style-type: none"> ▶ Must hold a valid UK driving licence or another means of transportation to travel to Trust academies. ▶ Appropriate insurance for business use. 	

The Application process:

Trust IT Technician

Kent Range 6 - £21,801 to £23,262 per annum

37 hours per week (52 weeks per year)

Required as soon as possible.

An exciting opportunity has arisen for a candidate of exceptional ability to provide IT support throughout the Aletheia Academies Trust, a family of eleven academies situated in North Kent and Medway.

You will form part of a busy IT Support team providing both local and remote support for IT services and a range of stakeholders.

Regular travel will be required throughout the academies within the Trust.

The Trust has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative Trust and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- want to work in a supportive and caring environment.
- are committed to enabling every student to achieve the very best they can.
- are an ambitious professional

Please download an application pack below or at <https://aat.uk/recruitment/> and return your application by email to Elise Batcheldor, HR & Administration Officer at batcheldore@sgsce.co.uk

Closing Date: Monday 13th 2022 at 12 noon

Interview Date: To be confirmed; June 2022

Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

The Trust's Child Protection Policy can be viewed at <https://aat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aat.uk/recruitment/>