

WORKING AT ALETHEIA ACADEMIES TRUST

# Join our Team



**For appointment of:**  
**IT Technician**



**Aletheia**  
Academies Trust



# Welcome from the CEO

## Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to **improve the life chances of local children**.

Since our beginning, the Trust has adopted an operational model based upon the notion of a family of schools, understanding that like any family member, each school and each community that it serves is unique. Schools are encouraged to celebrate and explore this dimension; striving to follow the highly ethical vision of Aletheia.

The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. The Trust has grown from a single academy trust to a multi-academy Trust of eleven primary schools, one secondary school, one all-through school with another all-through school and community sports provision in the heart of Ebbsfleet Garden City which is planned to open in 2025.

**Steve Carey**

**Chief Executive Officer**

# Why Aletheia Trust?

**At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to continually provide educational excellence.**

At the heart of Aletheia is 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 everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances of local children.**

We aim to grow our staff to extract the best in everyone to consistently deliver outstanding education while having the freedom to create environments based on unique diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.





# Our Schools

The Trust is a family of academies that provide an inclusive education from ages 3 years to 18 years throughout Kent; including nursery, primary, secondary, and sixth-form.



**Saint George's C of E  
All-Through School**



**Shorne C of E  
Primary School**



**St. Botolph's C of E  
Primary School**



**Stone St. Mary's C of E  
Primary School**



**Horton Kirby C of E  
All-Through School**



**Sutton-at-Hone C of E  
Primary School**



**Rosherville C of E  
Academy**



**Holy Trinity C of E  
Primary School**



**Cliffe Woods  
Primary School**



**Halling  
Primary School**



**Sedley's C of E  
Primary School**



**Ditton C of E  
Junior School**



**Knole  
Academy**



**Alkerden C of E  
All-through Academy**



# Staff Benefits

The 2023/2024 Aletheia wellbeing survey showed that the majority of staff would recommend Aletheia as a great place to work.

We value every one of our employees and want to give back as much as we are able to, therefore we provide a range of perks and benefits as found below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



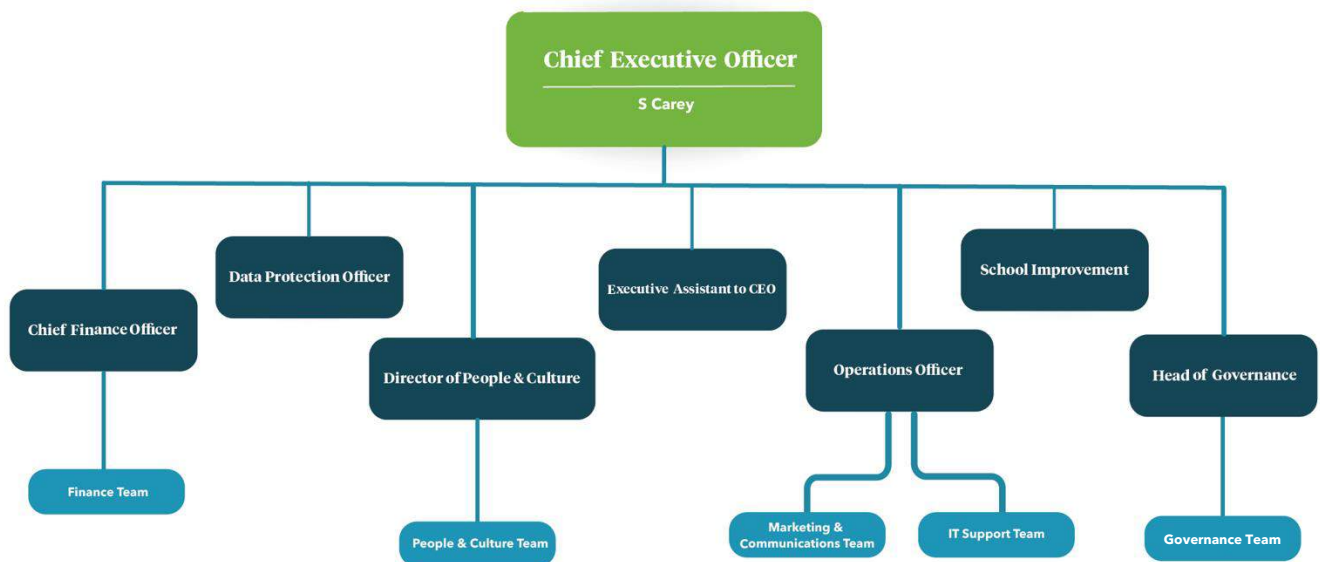
Free eye test, examinations and eye care vouchers.

**For a full range of what Aletheia Academies Trust offer, please scan:**



# Trust Structure

Aletheia Academies Trust's ambition is to support our family of academies in every aspect. Our executive leadership team works closely with school leaders to establish development priorities to shape and drive school improvement initiatives and help deliver outstanding outcomes throughout. Aspiring to achieve educational excellence is at the heart of what we do.



"Staff within the Trust have frequent opportunities to collaborate and develop professionally with others within the Aletheia family, including an expert team of School Improvement Officers."

**Sutton-at-Hone CofE Primary School (Joined Oct, 2017)**





# Job Description

## Job Title

IT Technician

## Location

Gravesham & Sevenoaks

## Duration

Permanent - full time

## Work Hours

Full time/part time/term time considered

## Reporting to

Senior IT Technician

## Salary

**KR5/KR6** depending on experience (£24,040 - £26,383)

## Pension

Local Government Pension Scheme



## About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to provide IT support throughout the Aletheia Academies Trust, a family of thirteen academies situated in North Kent, Medway and Sevenoaks. Due to continued growth, there is a need to expand the existing IT Support team, as we welcome two new schools from 1<sup>st</sup> March 2025 and look forward to opening our new, all-through school in the Ebbsfleet Garden City in September 2025.

This role will primarily be based at a Trust secondary school in Gravesend or Sevenoaks. Regular travel will be required between academies within the Trust. You will form part of a busy team providing both local and remote support for IT services to a range of stakeholders.

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.

# Key Responsibilities

## IT Support

- ▶ 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, Office 365 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.
- ▶ Contribute to the ongoing improvement of the Trust IT network; observe and report IT risks to the IT Support Lead and Network Manager.
- ▶ Provide documentation and training to stakeholders, where appropriate.
- ▶ Adhere to academy and Trust policies.
- ▶ Provide support to stake holders of the Trust's MIS System (Arbor).







## Health and Safety

- ▶ Undertake work within confines of Risk Assessments, under the direction of the Network Manager.
- ▶ Abide by and contribute to systems in place to enable the identification of hazards and risks.
- ▶ Ensure the maximum level of safeguarding and security consistent with the ethos of the Trust.
- ▶ To engage with a culture where health and safety is paramount and where continuous improvement is sought in efficient delivery of service to all customers.
- ▶ Undertake regular health and safety training

## Personal Development

- ▶ Regularly undertake training and CPD which improves and maintains knowledge and ability to perform duties.
- ▶ Take part in regular performance reviews and self-evaluation.
- ▶ Maintain own training record.

## Safeguarding and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. Annual safeguarding training is offered to all staff and it is the individual's responsibility to be aware of the most up-to-date guidance in the Keeping Safe in Children Safe in Education document 'KCSIE'.

## Additional Notes

This job description will be reviewed annually and may be updated or amended at any time in consultation with the post holder. The job description does not form part of the contract of employment but describes the way the post holder is expected and required to perform and complete the duties set out above.



"Staff responsible for each subject access high-quality training within the multi-academy Trust networks".

- Ofsted 2023

# Person Specification



**E = Essential D = Desirable**

**E D**

## Qualifications and Experience

Educated to at least A-Level or equivalent		✓
Full UK Driving Licence and access to vehicle	✓	
Relevant Professional Qualification		✓
Health and Safety Qualification(s)		✓

## Skills and Knowledge

Excellent communication skills and style, both verbally and in writing	✓	
Able to communicate effectively across all levels and to a range of stakeholders	✓	
Good understanding of customer service requirements	✓	
Effective time management and prioritisation skills, working to deadlines	✓	
Ability to support and troubleshoot issues independently and as part of a team	✓	
Knowledge of Microsoft Windows operations systems, including commonly used applications (for example, Office 365)	✓	
Experience in the education sector		✓
Experience in a similar role		✓

## Personal Qualities

Ability to analyse complex problems and present coherent, achievable solutions.  
 Flexibility of approach.  
 Commitment to excellence.  
 Willingness to attend training and development as required.  
 Positive, 'can-do' attitude.  
 Willingness to seek out and implement new ideas and innovative solutions.  
 Willingness to engage in wider school life.

**All Essential Criteria**



# How to Apply

If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

## **The People and Culture Team**

HR@aletheia-trust.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Apply Now](#)



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.

**Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).**



# Contact Us

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**Aletheia**  
Academies Trust

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