

WORKING AT ALETHEIA ACADEMIES TRUST

# Join our Team



**For appointment of:**  
**Senior 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 into a multi-academy Trust comprising 2 nurseries, 12 primary schools, 2 secondary schools, 2 sixth-form provisions, and now 2 all-through schools. Most recently, we proudly opened Alkerden All-Through Academy to an initial co-hort of Year 7's, with the permanent site complete with a state-of-the-art community sports facility, opening in 2026.

### Steve Carey

**Chief Executive Officer**



# Why Aletheia Trust?

**At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to deliver 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 aspire to nurture and empower our staff so that we unlock the potential in every learner. Guided by a shared vision of excellence, we create inspiring environments that honour and celebrate the richness of 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  
Primary 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**



**Gravesend  
Grammar School**



**Whitehill  
Primary School & Nursery**



**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:**





# Job Description

## Job Title

Senior IT Technician

## Location

Alkerden C of E Academy

## Duration

Permanent

## Work Hours

Full time

## Reporting to

Network Manager

## Salary

AAT F.15-G.23 (£32,140 - £39,760) per annum

## Pension

Local Government Pension Scheme



## About the Role

An exciting opportunity has arisen for a talented Senior IT Technician to join our IT Support team at Aletheia Academies Trust – a family of sixteen academies across Sevenoaks, Northwest Kent and Medway. This is a Trust-wide role, supporting multiple academies, but initially with a focus on supporting Alkerden C of E Academy, giving you the chance to build strong relationships with staff and students and take real ownership of IT support at the school.

The postholder will be required to support all Trust academies and travel between academies as part of the role, providing consistent service and support wherever they are needed. You will be based initially at the Trust's Head Office at Alkerden C of E Academy.

You will form part of a supportive, Trust-wide IT team, with access to shared expertise, resources and career development across all nineteen academies. With a further three academies joining us on 1<sup>st</sup> October in the Medway area, this is an exciting time to join our growing Trust.

The Trust has an excellent reputation for high-quality education, with a relentless focus on high expectations and aspiration for every student. We are a friendly, dynamic and innovative Trust, proud of our commitment to student progress through high-quality teaching and learning for all. We are looking for someone who shares these values and wants to play an active part in our continued success.

# Key Responsibilities

## IT Support

- Provide first and second-line IT support to staff and students at Aletheia Academies Trust, both, in person and via the Trust's central IT Helpdesk.
- Line manage IT Technicians
- Detect, diagnose, and resolve hardware and software issues promptly and effectively.
- Install, maintain and repair a wide range of IT hardware.
- Ensure appropriate cyber security and GDPR procedures are followed.
- Proactively monitor and review IT services to identify and resolve issues before they impact users.
- Keep the IT asset register up to date, tagging new equipment as required.
- Maintain an accurate software inventory.
- Administration of user accounts and groups within Active Directory, Office 365 and the Trust's MIS system (Arbor).
- Deploy, manage and reimage software installations and computer images.
- Carry out routine safety checks to ensure IT equipment is safe to use, following relevant Health and Safety procedures.
- Observe and report IT risks to the Network Manager.
- Provide documentation and training to staff, where appropriate.
- Adhere to academy and Trust policies.
- Provide support to users 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 health and safety training, as required

## 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'.

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

## Qualifications and Experience

|                                                                                                        | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------|-----------|-----------|
| <ul style="list-style-type: none"> <li>Educated to at least A-Level or equivalent</li> </ul>           | ✓         |           |
| <ul style="list-style-type: none"> <li>Relevant Professional Qualification(s) or Experience</li> </ul> | ✓         |           |
| <ul style="list-style-type: none"> <li>Health and Safety Qualification(s)</li> </ul>                   |           | ✓         |
| <ul style="list-style-type: none"> <li>Educated to a degree level</li> </ul>                           |           | ✓         |
| <ul style="list-style-type: none"> <li>Access to a vehicle insured for business use</li> </ul>         | ✓         |           |

## Skills and Knowledge

|                                                                                                                                                           |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <ul style="list-style-type: none"> <li>Excellent communication skills, both verbally and in writing</li> </ul>                                            | ✓ |   |
| <ul style="list-style-type: none"> <li>Able to communicate effectively across all levels and to a range of stakeholders</li> </ul>                        | ✓ |   |
| <ul style="list-style-type: none"> <li>Good understanding of customer service requirements</li> </ul>                                                     | ✓ |   |
| <ul style="list-style-type: none"> <li>Effective time management and organisation skills, working to deadlines</li> </ul>                                 | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to support and troubleshoot issues independently and as part of a team</li> </ul>                          | ✓ |   |
| <ul style="list-style-type: none"> <li>Knowledge of Microsoft Operating systems, including commonly used applications (for example Office 365)</li> </ul> | ✓ |   |
| <ul style="list-style-type: none"> <li>Experience in the education sector</li> </ul>                                                                      |   | ✓ |
| <ul style="list-style-type: none"> <li>Experience in a similar role</li> </ul>                                                                            |   | ✓ |

## Personal Qualities

- Ability to analyse complex problems and present coherent, achievable solutions.
- Flexibility of approach.
- Commitment to excellence.
- Willingness to seek out and implement new ideas and innovative solutions.
- Willingness and ability to travel independently and at short notice between Trust sites as a routine part of the role.
- Willingness to engage in wider school life.

All Essential Criteria

# Why Join Us?

This is more than a leadership role – it is an opportunity to be part of a collaborative, forward-thinking team who are passionate about making a difference. You will:

- Work alongside exceptional colleagues across a supportive, values-driven Trust.
- Shape strategy and practice across multiple schools, directly influencing hundreds of children's lives.
- Have the freedom to innovate, lead change, and see the impact of your leadership at scale.
- Be part of a vibrant community committed to excellence, opportunity, and improving local life chances.

**If you're excited by the prospect of leading beyond one school, building collaboration, and shaping brighter futures across communities, we'd love to hear from you.**



## How to Apply

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

The People and Culture Team  
[HR@aletheiatruster.org.uk](mailto:HR@aletheiatruster.org.uk)  
01474 531 495

To apply for this role, please  
visit MyNewTerm:  
**Apply Now**





# Contact Us

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Academies Trust

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