



MOSAIC
LEARNING TRUST

Raising Aspirations,
Empowering Futures

Candidate Information Pack ICT Technician

Closing Date: Friday 27th March at 9.00 a.m.
Interviews to be held: Wednesday 1st April



Golborne Community
Primary School



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence



Standish Community
High School

be Outstanding!



Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1st April each year, or when they have completed six months of service if appointed between October 1st and March 31st, until they reach the top of the band within their pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



March 2026

Dear Applicant,

ICT Technician – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Standish Community High School is advertising for a permanent ICT Technician to commence employment as soon as possible.

We are looking to appoint an enthusiastic, self-motivated and highly organised person to contribute to the outstanding support, care and guidance that the school offers its pupils. Applications are sought from people with energy, commitment and a determination to succeed.

The working hours will be 37 hours per week, full year, 8.00 a.m. until 4.00 p.m. Monday to Thursday and 8.00 a.m. to 3.30 p.m. on Fridays.

This full-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

We encourage applicants to apply through [MyNewTerm](#). Applicants can also apply through [Teacher Vacancies](#) or by filling in the school's application form found on the [School Website](#). Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be Friday 27th March 2026 at 9.00 a.m. Interviews are scheduled to take place on Wednesday 1st April 2026.

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager



Standish Community High School

March 2026

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent position of ICT Technician at Standish Community High School. I am happy to recommend Standish Community High School to you as a high performing, vibrant, caring and forward-thinking school – where the academic achievement and personal development of each student go hand in hand.

As a school we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Over the five years, our students make considerable strides towards adulthood - for them to achieve this all our students follow 'The Standish Way' and are encouraged to become Successful Learners, Confident Individuals and Responsible Citizens.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each student. However, what is consistent is our team of passionate, enthusiastic, caring and committed staff who work relentlessly in pursuit of excellence for the students and community we serve.

At Standish Community High School, we have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own personal development. Successful candidates will receive a high-quality induction, appraisal, continuous development programs and opportunities to contribute to whole school projects.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. I would like to thank you for your application, investment of time and - whatever the outcome – I wish you well in the future.

If you have any questions for us, do get in touch, we are always here to help.

Yours faithfully,

Mrs L Barker
Headteacher

JOB DESCRIPTION

INTRODUCTION	
Post Title:	ICT Technician
Purpose:	To assist the Network Support Team in the day to day running of the school's ICT network, providing a high-quality service of support for staff and students.
Responsible To:	Senior IT Technician
Responsible For:	No line manager responsibility
Liaising with:	Headteacher, Senior Leaders, Operations Manager, Teachers and Support Staff, contractors and outside agencies.
Working time:	37 hours per week, full year, working 8.00 a.m. – 4.00 p.m. Monday to Thursday and Fridays, 8.00 a.m. – 3.30 p.m.
Salary /Grade:	Grade 4, SCP 5-8, £25,583 to £26,824
Disclosure Level:	Enhanced
Main Duties / Job Outline	
<ul style="list-style-type: none"> • To support the day to day running of the school's network and ICT systems. • To assist in the maintenance of Microsoft 365 and other online systems used by the school. • To be responsible for setting up audio/visual equipment when required. • Install and setup software, hardware and peripherals when required. • Check and update the Network Support helpdesk on a regular basis, ensuring timely resolution and escalation of support requests. • Provide in-class technical support to staff/students as required. • Be proactive in troubleshooting hardware and software issues reported to the Network Support Team. • Update the school website and social media accounts when required. • To co-ordinate with external agencies and companies when required for installations, service repairs and troubleshooting. • Liaise with external bodies, contractors and service providers when necessary. • Monitor student computer use for keywords and phrases and all adhered to relevant E-safety procedures. • Monitor the use of ICT equipment and print off reports when requested by your line manager or Senior Leaders. • To carry out regular maintenance tasks that will minimise problems with ICT equipment such as projector cleaning. • To provide support and assistance for staff and students on the use and setting up of ICT equipment and software. • Manage and monitor consumable inventory for printers and copiers, maintaining adequate supply levels. • Carry out general administrative tasks within the Network Support Team. • To maintain and update manual and computer records providing management reports as requested. • Record, monitor and re-order stock as necessary, in line with financial procedures. • When appropriate, provide training to staff/students on any equipment or software that the school implements. • To assist in the maintenance of user accounts and permissions for students and staff. • Configuration of network clients including allocating required software. • To assist in the maintenance of an up-to-date inventory of ICT hardware/software and licences. • To ensure the safe disposal of ICT equipment/consumables in line with school procedures and legal requirements. • To work with staff and students in a professional manner and promote positive impression of the support services. • To co-operate and actively participate with others in providing quality learning for all within the school. • To work flexibly in the interest of the school and undertake additional duties decided by the Senior Leaders and Headteacher in line with the level of responsibility for the post. • Maintain high standards of health, safety, and security at all times. 	

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- To carry out the duties in the most effective, efficient, and economic manner available.
- To undertake any duties as may be determined by the headteacher commensurate with the grade to support the effective, efficient operation of the school curriculum and activities.
- Participate in school duties where necessary or directed.
- Play a full part in the life of the school community, supporting its distinctive mission and encouraging staff and students to 'be outstanding'.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessment as appropriate.

Training

- To participate in continuing professional development.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- Attend and participate in relevant meetings as may be reasonably directed.
- To undertake Health & Safety training on area within the designated work area.
- During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed
(ICT Technician)

Signed
(Headteacher)

Dated
(ICT Technician)

Dated
(Headteacher)

Safeguarding of Children and Young People

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification ICT Technician

Aspect	Essential/ Desirable	Application/ Interview/ Reference
Minimum of 5 GCSEs Grades (Grade A*-C/9-4) including English & Maths or equivalent qualifications	E	A
Understanding procedures with regard to safeguarding	E	A
Be aware of best practice with regard to working with young people	E	A
Ability to work as part of a team and individually	E	A,I
Strong communication skills	E	A,I,R
Strong interpersonal skills	E	A,R
Be prepared to undergo continuing professional development as identified	E	A
Able to work on own initiative	E	A,I,R
To be able to work under pressure and to tight deadlines	E	A,I
Experiencing of using and troubleshooting Windows based operating systems	E	A,I
Experience of using and troubleshooting Microsoft Office	E	A,I
Experience of using and troubleshooting Arbor	D	A
Computer literate and skilled in basic IT maintenance	E	A
A working knowledge of computers, networking and wireless technology	D	A,I
Experience of updating and maintaining websites	D	A,I
Experience of using and updating social media	D	A,I
Ability to identify opportunities for improvement in services	E	A
Previous experience in a similar post	D	A
Ability to work in accordance with the school's health and safety policies	E	A,I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I,R
Willingness to work occasional unsocial hours	E	I,R
Be aware of Best Practice with regard to working with young people	E	A,I
Personal Qualities		
Excellent attendance and punctuality	E	A
Tact, a sense of humour and a personal friendly nature	E	A, I
Application		
Accurate completion of school application form	E	A
Supporting statement which addresses person specification, evidence in statement and application form	E	A
High standards in spelling and writing	E	A
Legal Issues		
Legally entitled to work in the UK	E	A, I
Enhanced DBS Clearance	E	A
Valid UK Driving Licence, access to a vehicle with business insurance (not essential)	D	A

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Charlotte Davies, who will arrange a suitable time: 01257 478733.

Application process:

To apply, please use the MyNewTerm, Teaching Vacancies or school application form.

Advertising date: 16th March 2026
Closing date: 27th March 2026
Short listing: 27th March 2026
Interview date: 1st April 2026

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the [School Website](#)

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

