



## LAMAT IT Manager

### Application Pack

April 2026

## LAMAT IT Manager (Kirklees)

Learning Accord Multi Academy Trust are looking to appoint a talented individual to join our IT Team.

The post is 37 hours per week, term time only + 5 days, permanent.

**Dear Applicant,**

Thank you for the interest that you have shown in the post of LAMAT IT Manager. In this pack you will find the job description, and person specification. You can access further information about the Trust from our website [www.learningaccord.org](http://www.learningaccord.org) including details of our school improvement strategy, business plan and growth strategy.

The Learning Accord Multi Academy Trust was established in March 2017. The Trust is an approved DFE sponsor and currently has 16 academies across Kirklees and Calderdale and three pipeline converter schools to join the Trust. In addition, the Trust has a number of Associate Members working alongside our family of schools.

Amongst our academies we have a team of talented, professional and caring teaching and support staff, committed local governing bodies and a skilled and proactive board of trustees. We place high emphasis on staff development and support and the successful applicant will join our supportive and growing central MAT team.

The successful candidate will work closely with the CEO, Deputy CEO/CFO and the Director of IT to manage Academies networks and provide support to academies for all ICT activities. Hours worked across the Learning Accord Multi Academy Trust family of schools, predominately based in our Kirklees schools or as directed by the Director of IT or CEO.

The role includes technical ICT support, general hardware maintenance; network maintenance; hardware & software installation, staff support; general maintenance and care (e.g. printers, paper, keyboards, mice), website maintenance etc.

Thankyou once again for your interest in the Learning Accord Multi Academy Trust.

With Very Best Wishes,

**Elaine Watson**  
**Chief Executive Officer**



## Introduction

The Learning Accord Multi Academy Trust is an inclusive trust which welcomes church and community schools and celebrates diversity and distinctive context.

We recognise that for our learners, life chances are formed throughout their primary education. Our responsibility is to celebrate each child's talents and build upon each child's experiences to ensure that they make the progress that they deserve. Our aim is that all will flourish and achieve the highest standards.

The Board of Trustees of the Learning Accord MAT is committed to ensuring a high performing multi academy trust that delivers the very best educational experience for pupils at all of our academies. The Trust aims to respond to the changing educational landscape as more and more schools convert to academy status.

The core purpose of the Trust is to maintain good and outstanding schools and ensure the rapid improvement of schools which need support to become good or outstanding. The Trust welcomes converter Church schools within the Anglican Diocese of Leeds, or local community schools who wish to become an academy. Similarly, the Trust will welcome Church or community schools which are being directed to become sponsored academies by the Department of Education.

## Contact Details:

Learning Accord Multi Academy Trust  
MAT Headquarters  
Skelmanthorpe Academy Nursery Building  
Elm Street,  
Skelmanthorpe  
HD8 9DZ Tel: **01484 705682**  
[admin@learningaccord.org](mailto:admin@learningaccord.org)  
[www.learningaccord.org](http://www.learningaccord.org)



## Learning Accord Academies:

### **Scissett Church of England Academy (Kirklees)**

Age Range 5-10 (YR to Y5).

Website <https://www.scissettceacademy.org>

### **St Aidan's Church of England Academy (Kirklees)**

Age Range 5-10 (YR to Y5).

Website [www.saintaidans.org.uk](http://www.saintaidans.org.uk)

### **Skelmanthorpe Academy (Kirklees)**

Age Range 3-10 (N to Y5).

Website <https://www.skelmanthorpeacademy.org/>

### **Helme Church of England Academy (Kirklees)**

Age Range 5-11 (YR to Y6)

Website <https://www.helmeschool.com>

### **New Mill Infant School (Kirklees)**

Age Range 5-7 (YR to Y2)

Website <https://www.newmillschools.org.uk/home>

### **New Mill Junior School (Kirklees)**

Age Range 7-11 (Y3 to Y6)

Website <https://www.newmillschools.org.uk/home>

### **St Augustine's CE School (Calderdale)**

Age Range 5-11 (YR to Y6)

Website <https://www.st-augustines.calderdale.sch.uk/>

### **Kaye's Academy (Kirklees)**

Age Range 3-10 (YN to Y5)

Website <https://kayesacademy.co.uk/kgfl/primary/kayesprimary>

### **Lowerhouses CE Primary School (Kirklees)**

Age Range 3-11 (YN to Y6)

Website <https://www.lowerhouseschool.co.uk/>

### **Luddenden CE Primary School (Calderdale)**

Age Range 3-11 (YN to Y6)

Website <https://luddenden-ce.calderdale.sch.uk/>

### **Hebden Royd CE Primary School (Calderdale)**

**Age Range 3-11** (YN to Y6)

Website <https://www.hebdenroydprimary.org.uk/>

### **Earlsheaton Infant School (Kirklees)**

Age Range 4-7 (YR to Y2)

Website <https://www.earlsheatoninfants.co.uk/kgfl/primary/earlsheatonpri>

**St Thomas CE Primary School (Kirklees)**

Age Range 4-11 (YR to Y6)

Website [HOME | St Thomas](#)

**Cumberworth CE First School (Kirklees)**

Age Range 4-10 (YR to Y5)

Website <https://cumberworthfirstschool.co.uk/>

**St John's CE Primary School (Kirklees)**

Age Range 4-11 (YR to Y6)

Website <https://www.stjohnsdewsbury.co.uk/>

**Roberttown CE Primary School (Kirklees)**

Age Range 4-11 (YR to Y6)

Website <https://www.roberttownschool.co.uk/>

## **Additional Schools in Scope**

### **Converter Academies/Associate Member Schools:**

**Oak Primary School**

Age Range 3-11 (N to Y6)

Website <https://www.oakprimary.co.uk/>

**Lindley CE Infant School (Kirklees)**

Age Range 4-7 (YR to Y2)

Website <https://lindleyinfantschool.org.uk/kirklees/primary/lindley>

**Hightown Junior, Infant & Nursery School (Kirklees)**

Age Range 3-11 (N to Y6)

Website <https://www.hightown.kirklees.sch.uk/>

**Hepworth Junior & Infant School (Kirklees)**

Age Range 4-11 (YR to Y6)

Website <https://hepworthschool.co.uk/>

## Learning Accord Vision, Mission and Values



### Partnership Promoting Excellence

#### Our Vision:

- Church of England schools working in partnership with community schools
- Preserving Distinctive Context for church and community schools
- Commitment to achieving excellence for all pupils so that they can meet their full potential

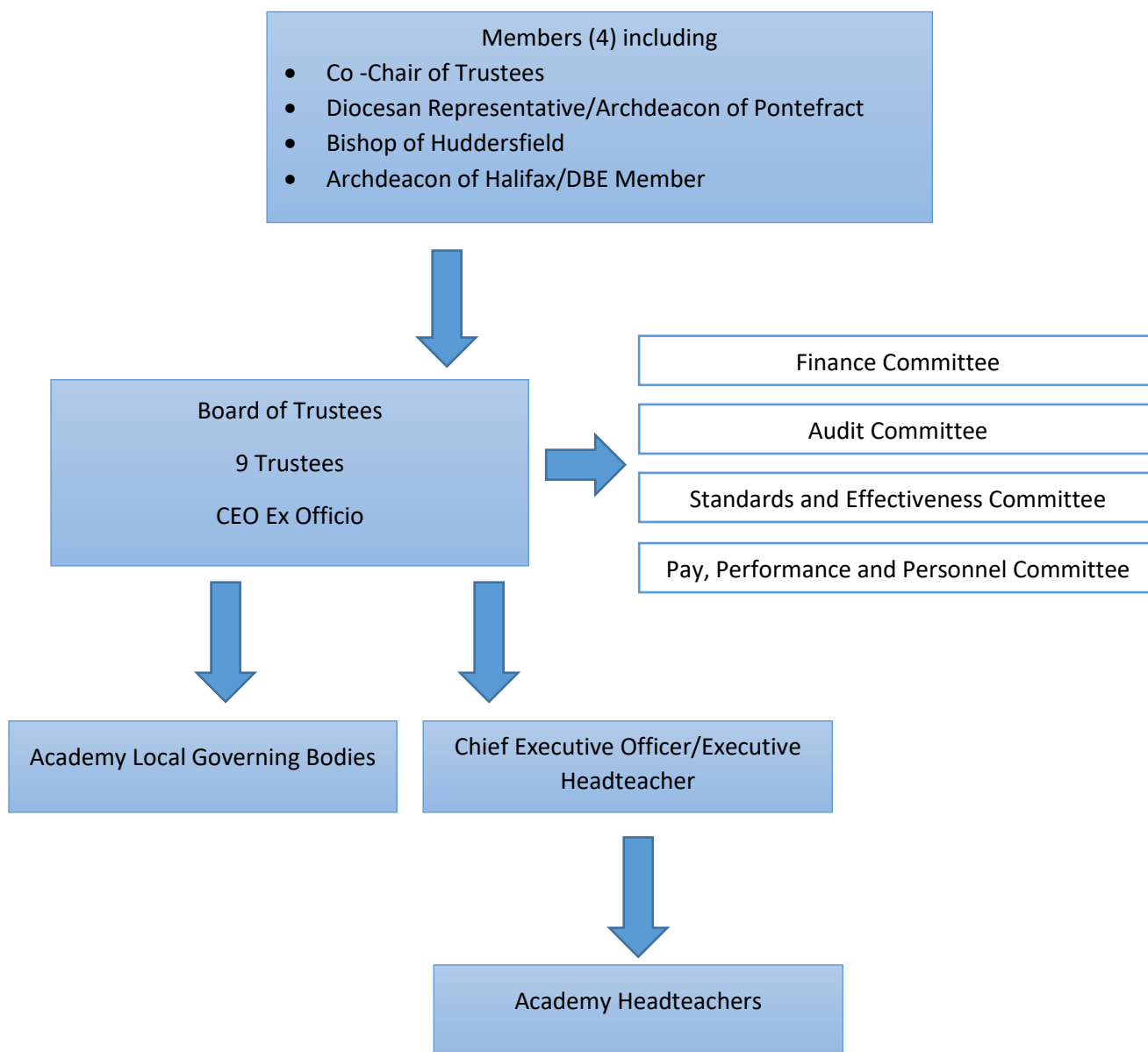
#### Our Mission:

- To support and encourage the work of academies in Learning Accord Multi Academy Trust; promoting school improvement to ensure high standards for our pupils.

#### Our Values:

- To ensure all Learning Accord academies are centres of excellence with a focus on nurture and achievement for all
- To develop a strong culture of professional development amongst our teaching and support staff, building on personal strengths and providing effective support for career development
- To promote high quality teaching and learning and effective support for pupils of all abilities in the pursuit of outstanding progress and attainment
- To ensure Learning Accord academies welcome and celebrate diversity and provide a particular vocation to the least advantaged to enable all pupils to maximise their life chances
- To have high aspirations for all pupils and staff, based on our educational heritage and culture making best use of research, pedagogy and child development

# Governance Structure of Learning Accord Multi Academy Trust



## How to Apply

Applicants are warmly invited to visit and discuss the post in further detail.

Applications must be submitted through the MyNewTerm site.

Closing Date: 12pm 5<sup>th</sup> June 2026

Interviews will take place on 16/06/2026 at MAT Headquarters.

## Our Offer

Learning Accord Multi Academy Trust provides excellent staff development, coaching and mentoring opportunities

The Trust works in line with national pay and conditions of service, with the same entitlements to salary increase and pay review as for LA Maintained schools.

**Pension** – All Learning Accord Employees have access to the Teachers' Pension Scheme or Local Government Pension Scheme.

**Continuing Professional Development** – Learning Accord Employees are provided with a range of bespoke professional development opportunities for further career progression:

- Access to relevant training (National College, Yorkshire Anglican Learning Partnership etc. MAT training and Networks)
- Access to appropriate National professional qualifications where appropriate
- Bespoke CPD opportunities

### **Additional benefits:**

- Cycle to work scheme.
- Insurance scheme benefits e.g. counselling, access to a GP and other healthcare support.
- Employee Health Services and HR support.
- The Trust's HR policies are generous e.g. maternity, paternity, adoption leave; flexible working, leave of absence.

## Job Description:

**Job Title: IT Manager** (37 hours per week term time only plus 5 days)

**Salary Range: Grade 8 (Scale Point 18-22 ) £25,940 FTE - £27,265 Actual**

**Responsible to: The CEO & IT Director**

## Purpose

To manage Academies networks and provide support to academies for all ICT activities.

## Key Areas

1. Network Installation
2. Technical ICT Support
3. Administration
4. Health and Safety
5. General

## Duties and Responsibilities

### 1. Network Installation:

- 1.1 To specify, procure, install and support networks including the cabling system, server, operating system safeguard filtering & monitoring, firewalls, routers & switches, and Telecom systems.
- 1.2 To specify, procure, install and support PC's, printers and miscellaneous peripherals.
- 1.3 To install, configure and upgrade application software in the curriculum areas and networks.
- 1.4 To specify, procure and fit security devices.
- 1.5 To restore and transfer user data.

### 2. Technical ICT Support:

- 2.1 Set up workstations as required ensuring that systems are switched on, ready for use and operating correctly.
- 2.2 Assist in providing first response support for application software and hardware problem solving.
- 2.3 Provide assistance to teachers, students and other members of staff in the use of computer equipment, software and procedures.
- 2.4 Install new software, hardware upgrades and replacement components as required.
- 2.5 Provide maintenance and cleaning support for computer equipment, networks and connections marked for security purposes.
- 2.6 Carry out maintenance on servers and workstations, restoring data as necessary and operating specified back up procedures.
- 2.7 Administer access security through operating user ID, password and access rights systems and updating security software.
- 2.8 Application of GDPR regulations and ensure IT systems are compliant.
- 2.9 Keep up to date with technical developments and make recommendations to the Headteacher/IT Coordinator.

### **3. Administration**

- 3.1 To operate an efficient system for the storage and distribution of hardware and software and associated documentation (including loans and bookings).
- 3.2 Manage licensing for IT systems through the relevant portals
- 3.3 To maintain an inventory and cataloguing system for new, existing and obsolete stock.
- 3.4 To organise, repair and replacement of ICT and/or multi-media equipment including liaison with external suppliers.
- 3.5 Make petty cash purchases and/or requisitions for stock in line with the schools financial and authorisation procedures.
- 3.6 Receive and check deliveries and associated invoices and pass these for payment.
- 3.7 Ensure software is kept up to date in line with 3rd party end of life dates

### **4. Health and Safety**

- 4.1 To carry out routine Health and Safety checks on ICT and/or multi-media equipment reporting any problems to relevant senior manager.

### **5. General**

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the Trust/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please read our safeguarding policy:

<http://www.learningaccord.org>

- 5.2 Carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on- going performance development and through Trust and Academy communications.

	Attributes	Relevant Criteria	Essential	Desirable
1.	<b>Experience</b>	1.1 Previous experience of specifying and installing networks and PC'S. 1.2 Experience of providing support for application software and hardware. 1.3 Experience of management and supervision of staff.	✓ ✓ ✓	✓
2.	<b>Education &amp; Training</b>	2.1 Educated to GCSE level or above in English and in Maths or able to demonstrate ability to work at least to that level. 2.2 ICT qualification or equivalent experience.	✓ ✓	
3.	<b>General and Special Knowledge</b>	3.1 Knowledge of and commitment to the Trust's Equality Policy and how it relates to the duties of the job. 3.2 Understanding of GDPR regulations and compliance. 3.3 Understanding of basic principles of Customer Care. 3.4 Knowledge of ICT developments. 3.5 Knowledge of Health and Safety and the impact on the role.	✓ ✓ ✓	✓ ✓
4.	<b>Skills and Abilities</b>	4.1 Ability to contribute to the effective working of the team and on own initiative. 4.2 Be able to prioritise and produce accurate work working to tight deadlines. 4.3 Ability to communicate effectively at all levels. 4.4 Ability to set up work station sand provide basic maintenance and cleaning support. 4.5 Ability to provide basic assistance to colleagues, students in use of ICT equipment and procedures.	✓ ✓ ✓ ✓ ✓	
5.	<b>Additional Factors</b>	5.1 Commitment to ongoing personal training and development. 5.2 Ability to adapt and be flexible for the needs of the school. 5.3 Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b> 5.4 An ability to drive and access to own vehicle	✓ ✓ ✓ ✓	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. You must be able to demonstrate all the essential aspects.