

# Candidate application pack



**Senior ICT Network Technician**

# A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

**John Tarbox**  
Chief Executive Officer

# Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

## Ambition

### Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

**In Action:** We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

## Collaboration

### Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

**In Action:** Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

## Trust

### Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

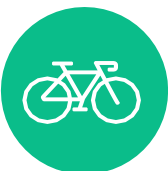
**In Action:** We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

## Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



**Bike 2 work scheme**



**CPD opportunities**



**Employee assistance programme**



**Local discounts**



**Occupational health support**

# Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



# Senior ICT Network Technician

<b>Salary Range:</b>	<b>Grade 6 (SCP 11-19) – Salary Range £28,142 – 32,061)</b>
<b>Contract Type:</b>	<b>Full Year</b>
<b>Contract Term:</b>	<b>Permanent (37 hours pw)</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>Noon on 7<sup>th</sup> July 2026</b>

We are seeking to appoint a positive, calm and enthusiastic individual to work alongside our existing ICT team at Apex Collaborative Trust. The successful candidate will possess excellent organisational skills and be disciplined, self-motivated with high level of working knowledge in IT and Networking.

## Apex Collaborative Trust

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

### Apex Collaborative Trust will provide:

- A strong culture driven by values.
- A supportive Central Trust team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Cutting edge professional development opportunities.
- A culture where individuals can thrive without fear of failure.

### We are looking to recruit an individual:

- Who aligns with our culture and values.
- Has experience of working in an education department
- Has previous experience of high level ICT related problem solving
- Who has an excellent knowledge of the technology environment within education
- Who has good interpersonal and communication skills
- Who has experience of managing priorities whilst meeting deadlines



# Job Description

<b>POST:</b>	<b>Senior ICT Network Technician</b>
<b>GRADE:</b>	Grade 6 (SCP 11-19)
<b>TERM TIME / FULL YEAR</b>	Full Year
<b>HOURS/DAYS</b>	37 hours per week
<b>CONTRACT TYPE</b>	Permanent
<b>JOB CONTEXT AND PURPOSE:</b>	
<p>This role will primarily be working in a secondary school setting at South Craven School but may include working across all schools in the trust, which may be more frequent as the trust grows. The role is to support the Head of IT and Network Manager in the delivery of effective, efficient and reliable ICT equipment and services in our schools.</p>	
<b>MAIN ACCOUNTABILITIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Responsible for installation, upgrade and maintenance of hardware and software across the school</li> <li>• Leading on starters and leavers account administration and the appropriate storage and archiving of data</li> <li>• Responsible for the management of the school iPad program, including day-to-day technical issues</li> <li>• Setup and oversight of exam accounts, controlled assessments and IT based access arrangements</li> <li>• Oversight of the backup routines</li> <li>• Maintain and monitor the network systems including WiFi, email and internet</li> <li>• Provide assistance and support to the IT team, teaching staff, support staff and students</li> </ul> <p><b>Operational Tasks:</b> may include the following, though this list is not exhaustive and will change dependent on Trust / school needs:</p> <ul style="list-style-type: none"> <li>• Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements</li> <li>• To diagnose and resolve network, software and hardware faults (including peripherals), and perform maintenance repairs and upgrades</li> <li>• Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required</li> <li>• Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting</li> <li>• Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria</li> <li>• Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption</li> <li>• To maintain an awareness of ICT developments</li> <li>• Support teaching staff and pupils in technical aspects of ICT</li> <li>• Assist in the maintenance of the ICT network</li> <li>• Monitoring the scheduled backups, changing tapes and responding to issue and restoring work that has been deleted from back up</li> <li>• Hardware maintenance of PCs and reporting of faults where necessary</li> <li>• The collection and delivery of hardware (installing workstations)</li> <li>• Routine configuration/reconfiguration of workstations, iPads and photocopiers</li> <li>• Identifying and rectifying network cabling faults</li> <li>• Maintenance of hardware inventory</li> <li>• Operate and maintain the network under the supervision of the Network Manager (this includes issuing user accounts, passwords, assigning security rights and access to software and data)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Setting up accounts on the network with the appropriate level of security</li> <li>• Setup and oversight of exam accounts and access arrangements</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with all staff, contractors and children, young people, families and carers</li> <li>• Liaise with all areas of the school and trust and outside organisations</li> <li>• Interact with children in ways that support the development of their ability to think and learn.</li> <li>• Communicate with staff and pupils as part of ICT technical support to solve issues and provide ICT related information and assistance</li> <li>• Provide basic ICT training</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Responsible for installing, testing and maintenance of computer hardware and software</li> <li>• Responsible for the management of the school iPad program, including user accounts, faults &amp; technical issues, upgrades and liaising with external contractors as necessary</li> <li>• Order and maintain stock of ICT supplies</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Share information appropriately</li> <li>• Attend staff meetings and training days</li> <li>• Maintain a comprehensive database of all support requests and allocate jobs as appropriate</li> <li>• Assist in maintaining a database of all ICT equipment</li> <li>• Set up and maintain user accounts</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Ensure data protection regulations are followed within own area of responsibility in accordance with school and trust data protection and storage policies.</li> <li>• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy and Objectives</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the main responsibilities of the post, these may need to be adapted and adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li> </ul>

# Person Specification

Person Specification		Role: Head of Estates and Facilities	
	Essential	Desirable	How measured
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs Grade C or above including English and Mathematics</li> <li>Willingness to work towards relevant qualifications as appropriate</li> <li>Willingness to undertake training in systems implemented by the Trust</li> <li>A full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>IT qualification or certificate, e.g. CISCO (CCNA), Microsoft (MCP), (MCSE), (MCSA)</li> <li>ITIL (Information Technology Infrastructure Library) qualification</li> </ul>	<p>A/C</p> <p>A/C</p> <p>A/I</p> <p>A/C</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of dealing with stakeholders at all levels.</li> <li>Experience of managing priorities in a pressurised environment whilst meeting agreed deadlines/timescales and targets.</li> <li>Experience of working in an education environment.</li> <li>Experience of high-level ICT related problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading and managing an IT helpdesk.</li> </ul>	<p>A/I/R</p> <p>I/R</p> <p>A/I/R</p> <p>A/I/R</p>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>An excellent knowledge and understanding of the technology environment within education, and a proven ability to ensure our IT service facilitates a high-quality learning environment</li> <li>Ability to articulate technical ideas to non-technical people, both verbal and written and where required in an effective non-technical way</li> <li>Good interpersonal and communication skills, both written and verbal</li> <li>Efficient and highly organised with ability to work accurately and methodically</li> <li>Problem Solving and analytical Skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of IP telecommunications principles</li> <li>Knowledge and understanding of AV equipment, including projectors and interactive screens</li> <li>Understanding of Office 365 or Google Workspace admin centre</li> <li>Understanding of Networking principals and how they apply across HP, Aruba and other Infrastructure vendors</li> <li>Knowledge of Veeam backup solution</li> </ul>	<p>A/I</p> <p>A/I/R</p> <p>I/R</p> <p>A/I/R</p> <p>I/R</p>
<b>Professional and Personal Qualities</b>	<ul style="list-style-type: none"> <li>Belief that every student should have access to an excellent education regardless of background</li> <li>A commitment to the Trust's core purpose of Ambition, Collaboration and Trust</li> <li>Willingness and commitment to Professional Development</li> <li>To have excellent attendance and punctuality</li> <li>Customer-focused and committed to the delivery of excellent customer service</li> </ul>		<p>I/R</p> <p>I</p> <p>A/I/R</p> <p>A/I/R</p> <p>I/R</p>

	<ul style="list-style-type: none"> <li>• A commitment to teamwork, accepting of change and a flexible approach</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Commitment to high educational, professional, and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the Trust</li> <li>• Pursues a shared vision with enthusiasm and determination with an understanding of promoting positive relationships with the wider trust community</li> <li>• Empathy and respect for children, parents, and their needs</li> </ul>		<p>I/R</p> <p>A/I/R</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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**Key**  
A – Application  
R – Reference  
I – Interview  
C – Certificate

# How to Apply

If you share our core values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:

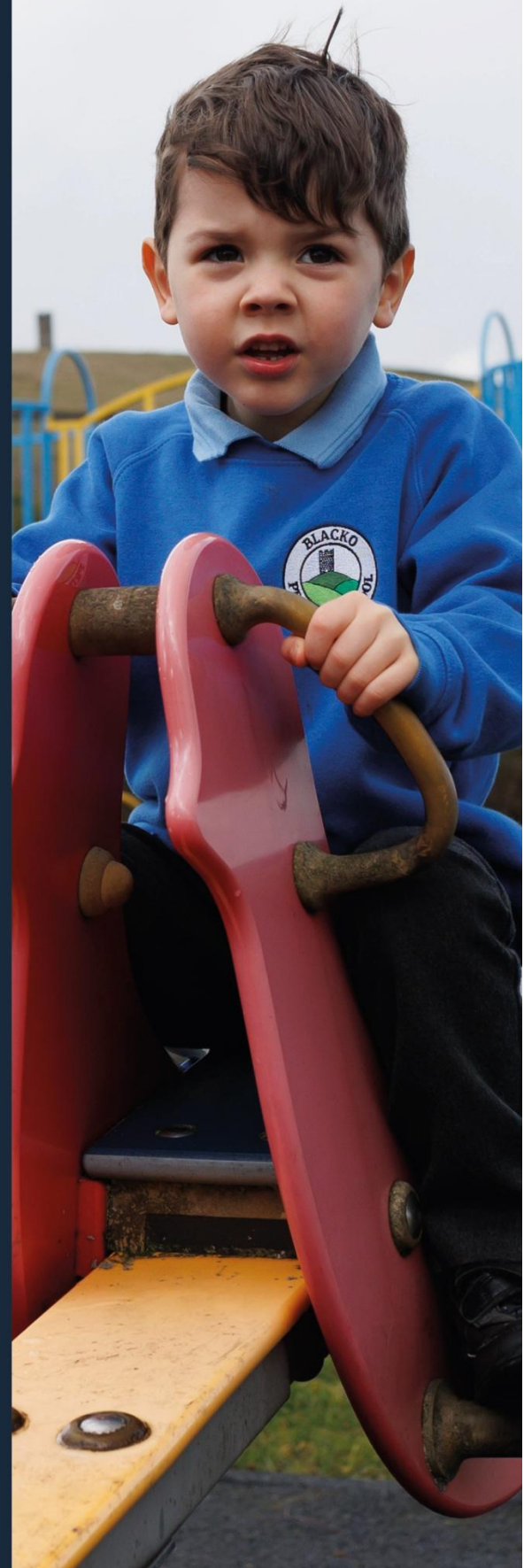
<https://mynewterm.com/jobs/17090/EDV-2026-ACT-39922>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:  
Tuesday 7<sup>th</sup> July 2026**

*CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.*

*The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.*





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