

# RECRUITMENT PACK

Senior IT Technician (School Based)

**CONTENTS**

Welcome from Katy Cox, Catholic Senior Executive Leader ..... 4

Welcome from Angela Ager, Chair of the Board of Directors ..... 4

Our values ..... 5

Saint Oscar Romero ..... 6

    The Romero Prayer ..... 6

Senior IT Technician (School Based) ..... 7

Senior IT Technician (School Based) ..... 8

    Job Description ..... 8

        Job Purpose ..... 8

        Main Duties and Responsibilities ..... 8

Senior IT Technician (School Based) ..... 9

    Person Specification ..... 9

Senior IT Technician (School Based) ..... 12

    How to apply..... 12

## WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

## WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children. Yours faithfully,

Angela Ager

## OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

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### FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

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### SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

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### ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)  
☑ Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way. ☑ We will always focus on the solution to a problem.

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### COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making. ☑ We believe in the importance of open, honest and positive communication.

## SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

#### THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.


We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

## JOB ADVERT



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## SENIOR IT TECHNICIAN (SCHOOL BASED)

37 HOURS PER WEEK, FULL TIME, FULL YEAR

GRADE 6, SCP 11-19 (£28,142 - £32,061)

RESPONSIBLE TO: HEAD OF IT

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE: 17<sup>TH</sup> AUGUST 2026

The Board of Directors of the Romero Catholic Academy Trust are seeking to appoint two Senior IT Technicians to support schools within Romero Catholic Academy Trust.

The post holders will provide assistance/support to the IT team, teaching staff, support staff and pupils and provide day-to-day technical support to the end users, including teaching staff, support staff and pupils. The successful candidates will respond to support requests in a professional and approachable manner, assisting with the use of hardware, software and systems to ensure teaching, learning and administrative activities are not disrupted. Work collaboratively with colleagues to resolve issues efficiently and escalate more complex problems when required.

The post holders will also be responsible for the general maintenance of all school IT equipment You will take responsibility for the general upkeep and routine maintenance of all school IT equipment, ensuring devices are safe, operational and fit for use. Carrying out regular checks, updates and minor repairs, identify emerging faults, and report or escalate issues that require further attention. The successful candidates will also be required to support the longevity and reliability of equipment through proactive maintenance and best practice handling.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position, please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

Full details are available on the My New Term website: [Candidate Login | MyNewTerm](#) .

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Monday 8 <sup>th</sup> June @ 8.00am
Shortlisting Date	Week Commencing 15 <sup>th</sup> June 2026
Interview Date	Tuesday 23 <sup>rd</sup> June 2026

## SENIOR IT TECHNICIAN (SCHOOL BASED)

JOB DESCRIPTION

## JOB PURPOSE

- To provide assistance/support to the IT team, teaching staff, support staff and pupils Provide day-to-day technical support to the end users, including teaching staff, support staff and pupils. Respond to support requests in a professional and approachable manner, assisting with the use of hardware, software and systems to ensure teaching, learning and administrative activities are not disrupted. Work collaboratively with colleagues to resolve issues efficiently and escalate more complex problems when required.
- To be responsible for the general maintenance of all school IT equipment  
Take responsibility for the general upkeep and routine maintenance of all school IT equipment, ensuring devices are safe, operational and fit for use. Carry out regular checks, updates and minor repairs, identify emerging faults, and report or escalate issues that require further attention. Support the longevity and reliability of equipment through proactive maintenance and best practice handling.

## MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

### KEY RESPONSIBILITIES

- Installation, upgrading and maintenance of all hardware and software

Responsible for the installation, configuration, upgrading and ongoing maintenance of all IT hardware and software across the school. This includes desktops, laptops, tablets, servers, operating systems, classroom technology and core applications, ensuring systems remain secure, reliable and fit for purpose.

- Repair of IT and related equipment

Diagnose faults and carry out repairs on IT and associated equipment, either directly or through appropriate third-party suppliers. Ensure minimal downtime by prioritising urgent issues and following agreed repair and escalation processes.

- Management and deployment of computer images

Create, maintain and deploy standardised computer images in line with Trust and school requirements. Ensure images are regularly updated with security patches, software updates and configuration changes, and support mass deployments and device refresh projects.

- Maintenance of other related equipment and resources

Maintain and support associated ICT equipment such as printers, interactive whiteboards, projectors, scanners and audiovisual equipment. Ensure resources are operational, correctly configured and supported within classrooms and offices.

- Management of network systems, including wireless, e-mail and Internet etc.

Support and maintain the school's network infrastructure, including wired and wireless networks, internet connectivity, filtering systems and email services. Monitor performance and availability, identify issues proactively and work with Trust IT Managers and suppliers where required. • Keeping comprehensive records of all equipment and resources, ordering new as required

Maintain accurate and up-to-date records of all IT equipment and resources. Identify when equipment requires replacement or upgrade and coordinate the ordering, delivery and deployment of new assets in line with budgets and procurement processes.

- Ensuring adequate stocks of peripheral IT equipment

Monitor stock levels of peripherals and consumables such as keyboards, mice, headsets, cables and replacement parts. Ensure sufficient availability to support teaching, learning and operational needs without unnecessary delays.

- Keeping up to date with new technology and advising others as appropriate

Maintain awareness of developments in educational technology and IT best practice. Provide informed advice to staff and managers on potential improvements, upgrades or new solutions that may benefit the school or Trust.

- Backup and restoration of users' data

Ensure appropriate backup procedures are followed for user and system data. Support data recovery and restoration where required, following agreed policies and data protection requirements.

- Giving advice, guidance and demonstrations to other users (both pupils and staff)

Provide clear advice, guidance and, where appropriate, demonstrations to pupils and staff on the effective and safe use of IT systems. Tailor support to the technical ability of users and promote confidence in using technology.

- Resolving technical problems encountered by users

Respond to and resolve day-to-day technical issues reported by users, using a logical and methodical approach. Record, track and prioritise incidents and requests, ensuring timely resolution and clear communication throughout.

- Advising users of appropriate usage, packages etc.

Advise users on appropriate software, systems and usage in line with school policies, licensing agreements and best practice. Promote secure and responsible use of IT resources.

- Providing support to teachers and other staff by installing and operating required IT packages/systems  
Support teaching and administrative staff by installing, configuring and assisting with the use of required IT systems and applications. Provide timely support to enable effective lesson delivery and operational work.

- Maintenance of IT assets within the asset database

Maintain the IT asset database, ensuring all equipment is accurately recorded, tracked and updated throughout its lifecycle, including deployment, relocation, repair and disposal.

- Assist in the strategic planning for the whole range of ICT resources

Contribute to the planning and development of ICT resources by providing technical input, usage data and practical insights to support long-term strategy, sustainability and value for money.

- To work with the Trust IT Managers and share the designing and development of ICT systems to support the work of the school

Work collaboratively with Trust IT Managers on the design, development and improvement of ICT systems. Ensure local school needs are represented while aligning with Trust-wide standards, policies and initiatives.

- Instruct and assist technical training for IT Technicians

Support the training and development of IT Technicians by providing instruction, guidance and knowledge sharing. Assist with onboarding, skills development and the promotion of consistent technical standards and practices.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.



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**SENIOR IT TECHNICIAN (SCHOOL BASED)**
**PERSON SPECIFICATION**

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
<b>Qualifications and Experience</b>		
O365 Administration experience	E	A / I
ICT Professional Qualifications relevant to the role	D	A / I / R
Experience in IT systems administration and web-based platforms	D	A / I / R
Full UK drivers Licence	E	A
<b>Knowledge and Skills</b>		
Previous experience in IT technology transferable to O365 Administration	E	A / I
Experience with - 365, Entra, Intune, Arbor, Aruba switches, VMware, Sophos firewall, Papercut, Paxton, VOIP	E	A / I
Advanced IT Skills	E	A / I / R
Excellent written and spoken communication skills, approachable and flexible.	E	A / I / R
Ability to work independently	E	A / I / R
Good planning and organisation skills with the ability to prioritise demands	E	A / I / R
The ability to work under pressure and to deadlines, retaining good attention to detail	E	A / I / R
Ability to handle confidential information	E	A / I / R
Demonstrate the ability to be a proactive and innovative problem solver	E	A / I / R
Be an effective advocate for well-planned and managed change	E	A / I / R
Ability to work with a team in a busy, dynamic and demanding environment	E	A / I / R
Managing resources effectively	E	A / I / R
Commitment to the Trust's ethos and values	E	A / I
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by:	HR Team	Date: 04/2026

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## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



## SENIOR IT TEHNICIAN (SCHOOL BASED)

### HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com).

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