



**South Craven School**



**Candidate Application Pack**

**Senior ICT Network Technician**



# A Message from the Headteacher

I am delighted to welcome you to South Craven School, a large, thriving and successful comprehensive school situated in Cross Hills.

Learning is placed firmly at the heart of the South Craven School community. Our main priority is to ensure our students have the best opportunities for success and the highest possible aspirations for the future. We are proud of our excellent reputation in our local community and aspire to provide the highest quality of education for all of our students.

We recognise our responsibility to provide young people with the skills and qualities they need to respond to the challenges of a fast-changing world. We do this by promoting our South Craven Learner principles of Courage, Enquiry and Growth and focusing on preparing our students for life as active and productive citizens. We value each and every one of our students and aspire for them to achieve academically, socially and personally. Our formula for success is built on partnership between home and school, teacher and student, school and community. We are also part of the Red Kite Teaching School Alliance, where we work alongside a number of schools.

I hope you will want to visit us and meet the people that make South Craven a success: our students, staff and trustees. We welcome your interest and invite you to come and see the school for yourselves.

**Martyn Hill**  
Headteacher



# A Message from the Chief Executive Officer

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 two secondary schools and three 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.

Our Trust and 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



Bike2work  
scheme



CPD  
opportunities



Employee  
assistance  
programme



Local  
discounts



Occupational  
health  
support



## Ambition

### Inspiring excellence and 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.

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## 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.

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## Trust

### Integrity, transparency and 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.

# 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 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 behaviour constitute safe practice and which behaviours should be avoided.

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



# Role Specification

- Post:** Senior ICT Network Technician
- Hours:** Permanent, all year round (37 hours per week)
- Salary:** NJC pay scales (Grade H SCP 18-23) £31,537-£34,434
- Start Date:** As soon as possible

Apex Collaborative Trust is looking to appoint, a positive, calm and enthusiastic individual to work alongside our existing ICT Team at South Craven School.

The successful candidate will possess excellent organisational skills and be disciplined and self-motivated; they will jointly undertake the smooth and efficient running of the ICT Network for South Craven School.

## Responsibilities

- Installation, upgrade and maintenance of hardware and software across the school
- Leading on account administration – starters, leavers and archiving
- Day-to-day management/oversight of the school iPad scheme
- Setup and oversight of exam accounts, controlled assessments and IT based access arrangements
- Daily oversight of the backup routines
- Monitoring of network systems including WiFi, email and internet
- Providing assistance and support to the IT team, teaching staff, support staff and students

### Key tasks will include:

- Hardware maintenance of PCs and reporting of faults where necessary
- The collection and delivery of hardware (installing workstations)
- Routine configuration/reconfiguration of workstations, iPads and photocopiers
- Identifying and rectifying network cabling faults

- Maintenance of hardware inventory
- 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)
- Monitoring the scheduled backups, changing tapes and responding to issues
- Overseeing the routine changing of daily backup tapes
- Other duties as directed by the Network Manager and Head of IT
- Day to day management/oversight of the school iPad scheme
- Setup and oversight of exam accounts and access arrangements

The successful candidate should be able to demonstrate:

- The ability to work under pressure
- Excellent organisational and communication skills
- Experience of working in an educational institution
- Good literacy and numeracy skills
- Experience of working in a team and on own initiative
- Personal ambition and the capacity for hard work
- A proven record of organisation and attention to detail
- Experience and extensive knowledge of a range of ICT applications

# Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>GCSEs (A*-C/5 or above) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent)</li> <li>Willingness to work towards relevant qualifications as appropriate</li> <li>Willingness to undertake training in systems implemented by the Trust</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>
Experience	<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>
Knowledge and Skills	<ul style="list-style-type: none"> <li>An excellent knowledge 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>Experience of creating and managing Organisational units and group policy objects to a high level</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>

	Essential	Desirable
Professional and Personal Qualities	<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>• Ability to persuade, motivate, negotiate, and influence</li> <li>• Customer-focused and committed to the delivery of excellent customer service</li> <li>• A commitment to teamwork and leading change, and a demonstrated ability to manage resources effectively, whether human or physical</li> <li>• Flexible, adaptable to leading change, efficient and highly organised</li> <li>• Ability to work accurately and methodically</li> <li>• Proven planning and organisational skills and an ability to take initiative</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>• Understanding of promoting positive relationships with the wider Trust community</li> <li>• Thinks and acts strategically by reflecting and analysing and making sound ethical judgements</li> <li>• Pursues a shared vision with enthusiasm and determination</li> <li>• Willingness to continually improve own and team performance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive and have access to a vehicle</li> </ul>

	Essential	Desirable
Professional and Personal Qualities	<ul style="list-style-type: none"> <li>• Effective communication skills – both written and verbal</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Commitment to ensuring the best outcomes for all students</li> <li>• Empathy and respect for children, parents, and their needs</li> <li>• Approachable, committed, and resourceful</li> <li>• Able to manage stressful and challenging situations</li> <li>• Professional appearance and presentation</li> <li>• Prepared to work flexibly and adapt to changing needs</li> <li>• Fairness, empathy and listening skills</li> <li>• Integrity, confidentiality, and discretion</li> <li>• Tenacity and the ability to work effectively under pressure</li> <li>• Proven capacity to work innovatively and independently</li> </ul>	

# How to Apply

If you wish to know more about this vacancy, please contact Jess Robinson.

Jess Robinson

- 01535 632 861
- J.Robinson@southcraven.org

To apply for this vacancy, please submit your application via MyNewTerm:  
**mynewterm.com.**

The closing date for applications is noon on Friday 3<sup>rd</sup> July 2026.

This post is subject to satisfactory reference and enhanced Disclosure and Barring Service criminal records check for work with children.

An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain.

Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.



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