ALTUS
EDUCATION PARTNERSHIP
BRINGING EDUCATION TOGETHER

BRINGING
EDUCATION
TOGETHER

ALTUS EDUCATION PARTNERSHIP

# APPLICATION PACK

## Trust IT Engineer



Thank you for your interest in working for Altus Education Partnership.

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.

- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community.

- **Kingsway Park High School** has a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024.

- **Bamford Academy** provides a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

- **Caldershaw Primary School** joined us in July 2025 and is another Ofsted Outstanding provider. The staff bring a wealth of experience in the primary sector and is regularly oversubscribed.

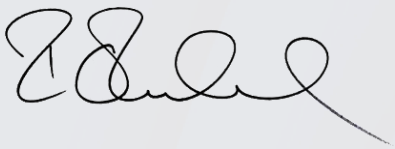
Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and several of these schools entering into a Trust Partnership Agreement. This means that within three years the Trust could see around 10,000 pupils and students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



**Richard Ronksley**
**CEO**

ALTUS
EDUCATION PARTNERSHIP
BRINGING EDUCATION TOGETHER


ALTUS
EDUCATION PARTNERSHIP
BRINGING EDUCATION TOGETHER

## 1. Our Mission (What we do)

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make a positive difference to their communities and society.

## 2. Our Values (What we believe)

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

**Committed to improving the lives of our young people**

**Clear on our approach to inclusivity and excellence**

**Dedicated to the borough of Rochdale, its communities, and its surrounds**

**Accountable for our actions. We will always seek solutions, not blame**

**Responsible for one another. If one fails; we pull together. If one succeeds; we celebrate. Success or failure; we all learn**
**We do what we say we'll do, and we do it well**

## 3. Our Vision (Where we want to be)

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.


ALTUS
EDUCATION PARTNERSHIP
BRINGING EDUCATION TOGETHER

# MAKING YOUR APPLICATION

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

## Application

1. Click the APPLY NOW button on the job advert page on our website through My New Term.
2. Complete the application online

## Deadline

The deadline for the post is **Wednesday 25th November 2026** to arrive no later than 12:00 noon.

Interviews are to be held week commencing **Monday 30th November 2026**

### Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful at this time.

**Salary** **12 –16** **£30,578 - £34,395 pa (1st September 2026)**

**Start Date** **As soon as possible, subject to satisfactory pre-employment checks.**

***Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.***

***In accordance with the recommendations set out in KCSiE, the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.***

# Job Description

| | |
|---|---|
| **Job Title:** | Trust IT Engineer |
| **Reports to:** | Technical Operations Manager |
| **Contract:** | Permanent, All Year Round, 37 hours per week |
| **Salary:** | SFCA Range 4 – pt.12 – 16<br>£30,578 - £34,395 per annum (1st September 2026) |
| **Location:** | Primarily Rochdale Sixth Form College, with Trust-wide responsibilities |
| **Start Date:** | As soon as possible |

## Purpose of the post

The Trust IT Engineer will be primarily based at Rochdale Sixth Form College, providing high-quality, responsive technical support to staff and students, while supporting the delivery of IT services across Altus Education Partnership.

Working under the direction of the Technical Operations Manager and alongside the RSFC Technical Lead, the postholder will support the day-to-day operation, maintenance and improvement of the Trust's IT systems, devices and network infrastructure.

The role will also involve providing technical support across other Trust academies as required, contributing to technical projects and ensuring a consistent, reliable and customer-focused IT service.

**The Trust IT Engineer will:**

- Provide high-quality, customer-focused IT support to staff and students across Altus Education Partnership, primarily based at Rochdale Sixth Form College, with support provided to other Trust academies as required.
- Work collaboratively with the RSFC Technical Lead and wider IT team, under the direction of the Technical Operations Manager, to ensure the effective delivery of IT services.
- Diagnose, troubleshoot and resolve hardware, software, network and connectivity issues, escalating more complex technical problems to senior IT colleagues where appropriate.
- Monitor and manage assigned IT support tickets through the Trust's helpdesk system, ensuring requests are prioritised, progressed, documented and resolved within agreed service expectations.
- Install, configure, deploy, maintain and upgrade IT hardware, software, peripherals and associated equipment, including desktops, laptops, mobile devices, printers and classroom technology.

- Support the administration and troubleshooting of Microsoft 365 services, including user accounts, email, Microsoft Teams and associated applications.
- Assist with the administration of user accounts, groups and access permissions within Active Directory, Microsoft Entra ID and other relevant systems.
- Support the configuration, deployment and management of Trust devices using approved endpoint management solutions, including Microsoft Intune where applicable.
- Diagnose and resolve common wired and wireless networking issues, including connectivity, network switches, wireless access points, escalating complex infrastructure issues where necessary.
- Assist with the maintenance, monitoring and improvement of network infrastructure, servers, storage, backup solutions and associated IT systems under the guidance of senior technical colleagues.
- Support the implementation and maintenance of appropriate cybersecurity controls, including endpoint protection, software updates, patch management, access controls and secure configuration of IT equipment.
- Identify and promptly report suspected cybersecurity incidents, inappropriate system use, security vulnerabilities or other risks in accordance with the Trust's established policies and escalation procedures.
- Support the operation and maintenance of the Trust's internet filtering and monitoring systems, including undertaking approved safeguarding technology testing and ensuring results are recorded and technical issues escalated appropriately.
- Assist with the testing and verification of student communication restrictions, including email and Microsoft Teams, in accordance with agreed Trust safeguarding and technical procedures.
- Provide technical support for teaching and learning environments, including classroom displays, interactive panels, audiovisual equipment and other educational technologies.
- Support the setup and operation of IT, audiovisual and communications equipment for meetings, events, examinations and other Trust activities as required.
- Maintain accurate IT asset and inventory records, including equipment allocation, software licensing, loan equipment and the movement or disposal of devices, undertaking appropriate audits when required.
- Support the delivery of IT projects, system upgrades, infrastructure improvements and the implementation of new technologies, working alongside senior IT colleagues and the wider Trust IT team.
- Maintain and contribute to accurate technical documentation, including system configurations, support procedures, equipment records, troubleshooting guides and records of changes to IT systems.
- Provide appropriate advice, guidance and basic training to staff and students on the effective and secure use of Trust IT systems, applications and equipment.
- Work collaboratively with colleagues across all Trust sites, sharing technical knowledge, supporting other team members and contributing to a consistent approach to IT service delivery.

- Communicate effectively with staff, students, site leaders and other stakeholders, providing clear updates on technical issues, planned work and service requests.
- Identify opportunities to improve IT services, technical processes and the user experience, making recommendations to the Technical Operations Manager and supporting approved improvements.
- Ensure all work is undertaken in accordance with Trust policies and procedures, including safeguarding, data protection, information security, health and safety and acceptable use of IT systems.
- Maintain professional knowledge and technical skills through relevant training, development opportunities and awareness of emerging technologies and developments within educational IT.
- Provide additional technical support and cover across other Trust academies when required, working flexibly to meet operational demands and service priorities as directed by the Technical Operations Manager.
- Undertake other reasonable duties appropriate to the responsibilities and grading of the post, including occasional support outside normal working hours were agreed and required.

## General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person specification

| QUALIFICATIONS | Essential (E) Desirable (D) | Application | Interview |
|---|---|---|---|
| GCSE English and Mathematics at grade 4/C or above, or equivalent qualifications. | E | ✓ | |
| Relevant IT qualification, apprenticeship or demonstrable equivalent practical experience within an IT support environment. | E | ✓ | |
| Recognised technical certification such as Microsoft, CompTIA A+, Network+, or equivalent. | D | ✓ | |
| Relevant further education qualification in IT, computing, networking or a related subject. | D | ✓ | |
| Ability to travel between Trust sites as required to fulfil the responsibilities of the post. | E | ✓ | |
| **EXPERIENCE AND TECHNICAL KNOWLEDGE** | | | |
| Experience providing IT technical support within a professional environment. | E | ✓ | ✓ |
| Experience diagnosing and resolving hardware, software, peripheral and connectivity issues. | E | ✓ | ✓ |
| Good working knowledge of Windows 11, including installation, configuration, maintenance and troubleshooting. | E | ✓ | ✓ |
| Experience supporting Microsoft 365 applications and services, including Outlook, Teams and user account administration. | E | ✓ | ✓ |
| Understanding of Active Directory, user accounts, group membership and access permissions. | E | ✓ | ✓ |
| Understanding of wired and wireless networking fundamentals, including TCP/IP, DNS, DHCP and basic network troubleshooting. | E | ✓ | ✓ |
| Experience installing, configuring, maintaining and supporting desktops, laptops, printers, mobile devices and associated IT equipment. | E | ✓ | ✓ |
| Experience using an IT helpdesk or ticketing system to record, prioritise, manage and resolve technical support requests. | E | ✓ | ✓ |
| Awareness of cybersecurity principles, including endpoint protection, software updates, secure access controls and recognising potential security incidents. | E | ✓ | ✓ |
| Understanding of data protection, confidentiality and the responsible handling of sensitive information. | E | ✓ | ✓ |
| Experience providing technical support for Microsoft Intune or other endpoint management platforms. | D | ✓ | ✓ |
| Experience administering Microsoft Entra ID and Microsoft 365 environments. | D | ✓ | ✓ |

| | | | |
|---|---|---|---|
| Knowledge of Windows Server infrastructure, virtualisation technologies such as Hyper-V and associated server management. | D | ✓ | ✓ |
| Knowledge of network switches, VLANs, wireless infrastructure, firewalls and network security technologies. | D | ✓ | ✓ |
| Experience supporting backup systems, storage infrastructure and disaster recovery procedures. | D | ✓ | ✓ |
| Experience supporting IT services within schools, colleges or a Multi-Academy Trust. | D | ✓ | ✓ |
| Knowledge of educational safeguarding technology, including internet filtering, monitoring and alerting systems. | D | ✓ | ✓ |
| Experience supporting classroom technology, interactive displays, audiovisual equipment and other educational IT resources. | D | ✓ | ✓ |
| Experience supporting Apple devices or other operating systems and platforms. | D | ✓ | ✓ |
| Experience supporting IP telephony, CCTV, access control or building management systems. | D | ✓ | ✓ |
| Experience contributing to IT infrastructure projects, system upgrades or technology deployments. | D | ✓ | ✓ |
| Experience maintaining IT asset registers, equipment inventories and technical documentation. | D | ✓ | ✓ |
| **PERSONAL ATTRIBUTES** | | | |
| Enthusiastic, motivated and proactive IT professional with a positive approach to supporting others. | E | ✓ | ✓ |
| Excellent interpersonal skills and the ability to build effective working relationships with colleagues, staff, students and other stakeholders. | E | ✓ | ✓ |
| Professional, approachable and committed to providing a high standard of customer service. | E | ✓ | ✓ |
| Strong attention to detail and a commitment to completing work accurately and to agreed standards. | E | ✓ | ✓ |
| Self-motivated, organised and able to take responsibility for completing assigned tasks within agreed timescales. | E | ✓ | ✓ |
| Demonstrates a collaborative and supportive approach to teamwork, contributing positively to the wider IT department. | E | ✓ | ✓ |
| Willingness to share technical knowledge, support colleagues and contribute to continuous service improvement. | E | ✓ | ✓ |

| | | | |
|---|---|---|---|
| Committed to maintaining and developing professional knowledge and technical skills through ongoing learning and training. | E | ✓ | ✓ |
| Flexible, adaptable and willing to support changing operational requirements across the Trust. | E | ✓ | ✓ |
| Demonstrates a commitment to equality, diversity and inclusion, ensuring services are accessible and appropriate to the needs of all users. | E | ✓ | ✓ |
| Demonstrates integrity, professionalism and discretion when handling confidential or sensitive information. | E | ✓ | ✓ |
| Understands the importance of safeguarding children and young people and is committed to following the Trust's safeguarding policies and procedures. | E | ✓ | ✓ |
| Supports the vision, values and objectives of Altus Education Partnership and contributes positively to the Trust's wider educational mission. | E | ✓ | ✓ |



# BRINGING EDUCATION TOGETHER