



St Wilfrid's
Church of England Academy



Salary: NJC14 – 19 (£30,515 - £33,119)
Contract: 37 hours per week
Closing Date: Monday 5th October 2026.

IT TECHNICIAN WITH AUDIO VISUAL

WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy.

We are seeking to appoint an enthusiastic, proactive and highly organised IT/AV Technician to join our Operations Team and play a key role in supporting technology across our thriving Academy community.

Supporting approximately 1,600 students, a 1:1 device programme, Microsoft 365, extensive classroom AV provision and our innovative iSpace immersive learning environment, this is an exciting opportunity to contribute to a technology-rich educational setting.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities.

All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to Live Life to the Full', rooted in John 10:10. Whilst Learning, we are Inspired and develop our Values through Experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides detailing how your experiences to date qualify you for the role. This should be sent to knightingale@saintwilfrids.com.

The closing date for the receipt of applications is 9am on Monday 5th October 2026.

I look forward to receiving your application.

Yours faithfully,

Mrs V Michael
Principal



ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst

maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:
"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



JOB DESCRIPTION

PURPOSE

To provide high-quality, first and second-line IT and audio visual support, ensuring reliable, secure and effective operation of the Academy's technology systems.

RESPONSIBILITIES

1. Key responsibilities in ICT

1.1 Provide technical support to staff, student and visitors to the Academy

1.2 Monitor the ICT Help Desk, ensuring that jobs are dealt with in a timely manner whilst maintaining good communication with users

1.3 Create, maintain and monitor user accounts, user areas and the application of appropriate permissions

1.4 Install, maintain, repair and upgrade workstations, printers, audio visual equipment such as whiteboards, TV's and projectors, and other IT equipment. Refit and replace machines as necessary and supporting with iPad resetting and repair.

1.5 Deliver software packages for unattended installation, ensuring licence compliance

1.6 Manage file and print services, monitoring the print manage solution and providing usage reports when necessary

1.7 Implement required changes in the telephony systems, ensuring staff have correctly named extensions, mailboxes and voicemail forwarding to email

1.8 Manage and administer e-mail services

1.9 Assist with the management of backup systems and disaster contingencies

1.10 Maintain and develop anti-theft processes including security marking, asset registering and auditing

1.11 Support whole-school policies on data protection, ICT resource management and acceptable use policy.

1.12 Investigate problems in systems and services and assist with the implementation of agreed remedies and preventative measures

1.13 Take responsibility for own workload and keep others informed, highlighting potential problems and suggesting solutions to ensure continuity of service delivery

1.14 Negotiate with suppliers and external contractors and track external support calls

2. Key Responsibilities for audio visual production.

2.1 Support Academy events, concerts and productions

2.2 Maintain and program digital and analogue sound desks

2.3 Maintain and program digital lighting desks, with DMX LED and traditional fixtures

2.5 Setup and maintain equipment for daily assembly venues

2.6 Work flexibly to accommodate the needs of the Academy calendar

3. Developing oneself and working with others

3.1 Manage one's own workload to allow an appropriate work life balance

3.2 Actively take part in the Staff Development Process

3.3 Undertake personal development and improve one's own practice through training and CPD (as appropriate), observation, evaluation and discussion with colleagues and use this to support others

3.4 Work as part of a team and support the roles of other team members

4. Support for the Academy

4.1 Be aware of and comply with policies relating to Child Protection, Health and Safety, confidentiality and Data Protection, reporting all concerns to a nominated person

4.2 Assist with the Academy's internal audit procedures and Health and Safety checks

4.3 Engage in the Academy's procedures for quality assurance and self-evaluation

4.4 Contribute to the overall work and ethos of the Academy

4.5 Attend and participate in meetings as required

4.6 Assist with the supervision of students out of lesson time when required by carrying out lunchtime duties

4.7 Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher

4.8 Actively promote the Academy in the Community

4.9 Contribute to the wider life of the Academy e.g. House System

4.10 Foster positive, professional relationships with staff and students

4.11 Present themselves in a professional manner

4.12 Undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal

REWARDS AND BENEFITS

- Salary: NJC14 – 19 (£30,515 - £33,119)
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.
- Cycle to Work scheme

SAFEGUARDING

St Wilfrid's C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
• 5 GCSEs including English and Mathematics. • Enhanced DBS clearance and satisfactory pre-employment checks.	• CompTIA A+, Microsoft, Network+ or equivalent qualification. • IT-related apprenticeship, diploma or degree.
EXPERIENCE	
• Experience providing IT support in a professional environment. • Experience supporting Windows devices and Microsoft applications. • Experience troubleshooting hardware and software issues. • Experience in supporting Live AV, music, productions and events.	• Experience within a school environment. • Microsoft 365 administration experience. • Experience supporting AV technology and network infrastructure. • Experience with MIS systems and device management platforms.
SKILLS AND ABILITIES	
• Excellent problem-solving skills. • Strong communication skills. • Ability to prioritise workload effectively. • Ability to explain technical concepts to non-technical users. • Commitment to safeguarding and confidentiality. • Professional, user focused attitude.	• Knowledge of cyber security best practice. • Knowledge of Microsoft Intune. • First Aid qualification or willingness to train.
PERSONAL QUALITIES	
• Supports the Christian ethos of the Academy. • Professional, reliable and approachable. • Able to form positive relationships with staff and students. • Calm and flexible under pressure. • Committed to safeguarding people in all situations.	

HOW TO APPLY



CLOSING DATE: 9AM MONDAY 5TH OCTOBER 2026

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