

$\frac{1}{10}$						
$\frac{1}{5}$					$\frac{1}{5}$	$\frac{1}{5}$
$\frac{1}{4}$					$\frac{1}{4}$	

Application Pack

IT MOBILE ENGINEER



Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of IT Mobile Engineer within the Central Team. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the IT Mobile Engineer will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team we are very much looking forward to recruiting an innovative IT Mobile Engineer. The successfully appointed candidate will join our central team, supporting the strategic and operational delivery of the Emmaus CAT IT strategy.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO



MISSION

The Diocese provides schools and colleges for the following reasons:

To assist in the mission of making Christ known to all people;

To assist parents, who are the prime educators of their children, in the education and religious formation of their children;

To be of service to the local Church – the Diocese – the Parish and the Christian home;

To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

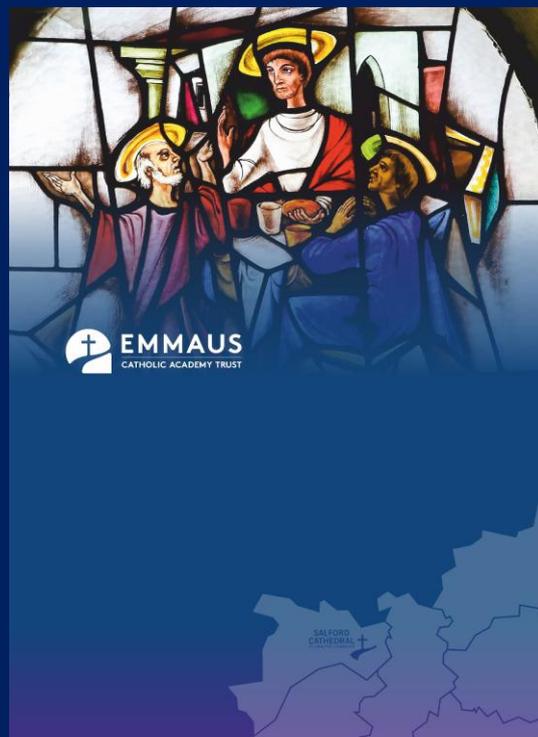
The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.

Open our eyes, so we see the signs of your presence around us;

open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.

Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2025/2026

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 9,338 children, and employs approximately 1,180 staff.

- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 235
- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Anne's RC Primary School, Stockport – 227
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 238
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Bosco RC Primary School – 223
- St John Fisher RC Primary School – 246
- St Joseph's RC Primary School, Oldham – 227

- St Kentigern's RC Primary School – 454
- St Margaret Mary's RC Primary School – 342
- St Matthew's RC High School – 1319
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Manchester – 196
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children and employ approximately 1,800 staff.

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham - 232
- St Theresa's RC Primary School, Oldham – 162
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School, Shaw – 503



IT MOBILE ENGINEER

Salary: Grade 5, SCP 13-19, £29,064 - £32,061



The Emmaus Catholic Academy Trust is committed to delivering an outstanding digital environment that enables staff and students to thrive. We are seeking to expand our central IT team and appoint an IT Mobile Engineer to support the strategic and operational delivery of our IT systems across a cluster of schools.

The post would be suitable for an enthusiastic and motivated IT professional who is passionate about providing high-quality technical support and playing a key role in maintaining a secure, reliable, and innovative IT environment across our CAT.

The IT Mobile Engineer will work closely with the Cluster IT Manager to ensure that day-to-day IT services run smoothly, providing first-line support to staff and students, managing helpdesk tickets, and assisting with the installation, maintenance, and repair of hardware, software, and audio-visual equipment. The role will also support the development of IT infrastructure, contribute to documentation and asset management, and help ensure that systems remain safe, compliant, and aligned with CAT standards.

This role will also contribute to the continuous improvement of IT services across the cluster, supporting the development of SharePoint sites, assisting with major IT projects, and ensuring that safeguarding, security, and data protection requirements are consistently upheld. The IT Mobile Engineer will play a key role in delivering responsive and professional support across the schools within the cluster.

Contract/Hours of work:

Permanent, Full Time, All Year Round

Salary:

NJC Grade 5, SCP 13-19, £29,064 - £32,061

Location:

The Mobile IT Engineer will work across our schools in the Greater Manchester area, to include Manchester, Oldham, Tameside, Trafford and Stockport.

Our central offices are based in Sale

Line Management:

The IT Technical Manager will report to the Head of IT Services.

Key contacts:

The IT Team, the Emmaus CAT central team, Headteachers, Director of Operations, Emmaus CAT Headteachers and SBMs.

Responsibilities:

Maintenance of a secure, reliable and innovative IT environment across our schools.

Please contact Jodie Urmston, Office Manager via email; recruitment@emmauscat.com for further details and application form.



IT Mobile Engineer

Job Description

The post holder will report directly to a Cluster IT Manager

Main purpose of the role:

The IT Mobile Engineer will help to support the strategic and operational delivery of the Emmaus Catholic Academy Trust's IT strategy, ensuring that a reliable, secure, and innovative IT environment is in place across all schools within a cluster of schools.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

Technical Support and Helpdesk Management

- Provide first-line technical support to staff and students for hardware, software, audio-visual, photocopiers, telephone equipment, and IT resources.
- Support staff and students with IT use, including in-class assistance and preparation of IT resources.
- Manage own workload via the helpdesk, ensuring timely resolution and escalation of issues when necessary.
- Communicate regular updates to users regarding the status of their technical issues.

Installation, Maintenance, and Upgrades

- Assist with the installation and configuration of new hardware and software, ensuring compliance with licensing requirements.
- Commission, maintain, test, and repair electronic/computer systems, peripherals, and AV equipment.
- Recommend, schedule, and perform software and hardware improvements, upgrades, patches, and reconfigurations.

Asset and Documentation Management

- Maintain an accurate asset register of all IT services assets and complete audits in line with CAT procedures.
- Keep documentation up to date for IT hardware, software, and audio-visual equipment across the cluster.

Infrastructure and Service Development

- Participate in the design, implementation, and continuous improvement of IT infrastructure to meet current and future school needs.
- Maintain an overview of infrastructure capacity and capabilities.
- Assist colleagues in identifying software, hardware, and practices to meet functional specifications and support major IT developments.
- Contribute to estimating future budget requirements.

Security, Compliance, and Safeguarding

- Implement and monitor backup, virus protection, security procedures, and contingency plans to protect hardware, data, and confidential information.
- Ensure IT filtering and monitoring systems are functioning correctly.
- Work in accordance with safeguarding policies and IT Acceptable Use policies; report and address breaches as directed.

SharePoint and Collaboration

- Support the development and maintenance of SharePoint sites used by schools within the cluster.
- Provide resources and assistance for projects managed by colleagues.

Standards, Procedures, and Professional Development

- Work in accordance with ITIL good practices.
- Develop, document, and maintain procedures and associated training plans for infrastructure.
- Stay informed about emerging technologies and best practices.
- Act as a professional role model, promoting the aims of the school and the values of the Catholic Academy Trust.

General

- Actively contribute to and promote the overall ethos and values of the school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, school and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Headteacher or leadership team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT and the school, and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the school/CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
NVQ in ICT equivalent qualification or similar experience	E
Full driving licence and own transport	E
MCP / MCSA / MCSE / CompTIA A+ or equivalent	D
Commitment to continuous personal development including undertaking qualifications in key areas	E
Experience	
Strong working knowledge of Microsoft Windows PC and Server operating systems	E
Familiarity with DfE safeguarding and cybersecurity requirements	E
Knowledge of cloud-based services such as Microsoft 365	E
Knowledge of anti-virus / end point protection solutions	E
Understanding of network infrastructure and wireless networks	E
The ability to make decisions and an adherence to them once made	E
Good problem-solving skills	E
Knowledge of Arbor and SharePoint support and maintenance	D
Good verbal, inter-personal, written presentation and communication skills	E
Understanding of web filtering and firewall solutions	E
Skills and Aptitudes	
Able to communicate effectively both verbally and in writing with a range of audiences	E
Able to maintain the highest levels of confidentiality and data security	E

Highly organised, can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail	E
Excellent interpersonal skills and the ability to handle difficult situations in a patient calm and effective way	D
Strong problem solving and analytical skills	E
Able to present themselves and the IT service positively and professionally	E
Able to work in accordance with the CAT safeguarding policies and procedures	E
Able to self-evaluate learning needs and actively seek learning opportunities	E
Able to contribute to the development and maintenance of policies and procedures	E
Personal Qualities	
Ability to relate to and communicate effectively with a wide range of people (staff, external contractors, etc.) with a calm and courteous manner	E
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E
Self-awareness and ability to receive, and act upon, constructive feedback	E
Reliability, integrity and resilience	E
An excellent record of attendance and punctuality	E
Ability to understand, demonstrate and apply the Catholic Academy Trust Values	E
Other	
Commitment to safeguarding and protecting the welfare of children and young people	E
Commitment to equality and diversity	E
Commitment to health and safety	E
Essential car use	E

HOW TO APPLY



EMMAUS Catholic Academy Trust

Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

 @EmmausCAT

Applications need to be made using the CES application form, available from www.emmauscat.com.

Closing date: Monday 9th March 2026 at 9am

We will be shortlisting on Friday 13th March 2026 and successful candidates will be informed in due course.

Interviews will take place: Friday 20th March 2026

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager at recruitment@emmauscat.com

