



GREENSHAW
LEARNING TRUST

BGS BROADWATER
SCHOOL
BY INCREMENTS CONQUER

IT Technician Recruitment Pack

**ALWAYS
LEARNING**

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Thank you for your interest in joining our school.

This is a unique and exciting opportunity for an inspirational candidate to join Broadwater School and further contribute to the life chances of young people in the school and across the Trust.

In recent years Broadwater's popularity has grown in the local community and we are oversubscribed in every year group. The success of Broadwater has been fully supported by the local community and we appreciate the positive relationships we have with our families and other stakeholders.

Our standards are exceptionally high, classrooms are disruption free, pupils are hardworking, polite, and genuinely want to make a difference for themselves and those around them. There can be no doubt that working in a school where Teachers teach, and students behave allows for a stress-free working environment and promotes positive well-being for all within our community. Please don't just take our words for this, it's essential to come and see the reality.

Our latest Progress 8 score was 0.34 and we know that the school will continue to improve on this year on year.

Ofsted described the school as an 'exciting place to be' and visitors often remark on how Broadwater looks and feels like a 'happy' school. Our school principles of 'Work Hard; Be Kind; Make a Difference' are central to all that we do.

Our school is committed to ensuring everyone is treated with respect, challenged to have high expectations and ambitious to reach their potential regardless of their starting point. This applies to staff and students alike.

Our Personal Development programme was judged as 'outstanding' by Ofsted in 2019 and we are particularly proud of our extracurricular provision which can be found on our website. Every teacher is involved in ensuring this provision is 'beyond outstanding'.

Broadwater converted to an Academy and joined the Greenshaw Learning Trust in September 2020. This has been an exciting period and has given both students and staff a wealth of opportunities.

The Greenshaw Learning Trust website <https://www.greenshawlearningtrust.co.uk/> provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

Please do also look at our school website <https://www.broadwater.surrey.sch.uk/> which gives a flavour of the school. Everyone who comes to look around comments about the positive ethos and exciting atmosphere. We welcome visitors at any time of the day, so if you would like visit and get a feel for the school prior to submitting your application, you would be very welcome. Please email my PA Sonya Turpin s.turpin@broadwater.surrey.sch.uk to schedule a visit.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact Karen Carling k.carling3@broadwater.surrey.sch.uk for further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like to work in an incredibly supportive school with a highly visible SLT, disruption free learning and the best CPD opportunities then we would love to receive your application.



Lizzi Matthews
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	IT Manager
Line Management:	
Contract:	Permanent Full Time
Salary:	Surrey Pay PS5 £23,243 - £25,484
Hours of Work:	36
Place of Work:	Broadwater School
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.
Holiday Entitlement:	26 Days
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Key Tasks:

Main Responsibilities

- Contributing to the day-to-day support of the IT networks and hardware;
- Installing, configuring and maintaining IT hardware throughout the school;
- Undertaking repairs of IT equipment, including organising warranty repairs where appropriate;
- Carrying out upgrades of software and hardware, as directed by the IT Manager;
- Deploying images for the workstations;
- Organising regular maintenance of the IT suites;
- Supporting the use of printers/copiers and other peripheral equipment;
- Setting up all audio-visual and other associated equipment for assemblies, events and other booked activities;
- Efficiently using the IT helpdesk to track calls and identify common problems;
- Maintaining an up-to-date inventory for hardware, software and other IT-related equipment;
- Assisting the IT Manager with routine maintenance of the network systems;
- Informing the IT Manager of any risk to integrity and security;
- Providing support to staff and students in their use of IT equipment and software and enabling users to engage with any self-help documentation;
- Undertaking any appropriate training identified in conjunction with the IT Manager.

General Responsibilities

- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertaking any other duties commensurate with the post as may be required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

PERSON SPECIFICATION – IT Technician

Job Criteria	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● A minimum of 5 GCSEs or equivalent at Grade C/4 or above, to include English, Maths and a Science/technical subject ● Willingness to undertake ongoing professional training. 	<ul style="list-style-type: none"> ● An IT qualification or certification e.g. ITIL or applicable professional qualification.
Experience and Knowledge	<ul style="list-style-type: none"> ● Experience within an IT support environment, including a good understanding of ITIL. ● A good working knowledge of IT hardware and software (<i>please refer to job description for further details</i>) ● A good working knowledge of common software applications 	<ul style="list-style-type: none"> ● Previous experience of working successfully as part of a team.
Skills & Attributes	<ul style="list-style-type: none"> ● Excellent customer service skills with good verbal and written communication skills and the ability to communicate with a wide variety of people in a professional manner ● Excellent organisational skills ● Ability to work independently and show initiative, demonstrating a methodical approach to problem solving ● Ability to work under pressure, prioritise, multi-task and work to strict timelines ● Ability to work flexibly to support others and respond 	

	<p>to unplanned situations in an evolving environment</p> <ul style="list-style-type: none"> ● Strong interpersonal and personal skills 	
Additional	<ul style="list-style-type: none"> ● Enthusiasm for technological developments and a willingness to learn new skills ● Knowledge and understanding of the education sector, a desire to work in a comprehensive school. ● Able to appropriately deal with confidential information ● Demonstrate a commitment to safeguarding and the highest standards of child protection ● Recognition of the importance of personal responsibility for Health and Safety ● Commitment to the school's ethos, aims and its whole community 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 12th July 2023 Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on 12th July 2023 Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews TBA. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Karen Carling HR Manager, k.carling3@broadwater.surrey.sch.uk 01483 520634.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.