



Yate Academy



**YATE ACADEMY**

**RECRUITMENT PACK**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Yate Academy,  
Sundridge Park  
Yate  
BS37 4DX

Telephone: 01454 333560

Email: [info@yateacademy.co.uk](mailto:info@yateacademy.co.uk)



Dear Candidate

Thank you for your interest in the role of IT Manager which is based at Yate Academy. Although, the role oversees all things IT across three sites; Yate Academy, Woodlands Primary & Tyndale Primary Schools.

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. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

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.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford: [KPickford@yateacademy.co.uk](mailto:KPickford@yateacademy.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

## **ABOUT OUR SCHOOL**

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Resilience, leadership and citizenship run through all aspects of school life.

### **Resilience**

We set a high standard, we set the standards for others. We lead by example; we lead the way.

### **Leadership**

We work hard. We never give up , we keep going and never give up.

### **Citizenship**

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 25-28, £36,363 - £39,152 per annum.

## HOURS OF WORK

This position is a full time, permanent position working all year round.

36 hours per week (Monday to Friday)

There may be occasions when attendance outside of your normal working hours is necessary to fulfil this role, therefore flexibility is required.

## PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

## PENSION SCHEME

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 Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 days plus 2 extra-statutory days.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

|                         |                        |
|-------------------------|------------------------|
| <b>Post:</b>            | IT Manager             |
| <b>Responsible to:</b>  | Regional IT Manager    |
| <b>Responsible for:</b> | School IT Service Team |

## ROLE OVERVIEW

To support the Regional IT Manager in the day-to-day management of all issues relating to IT services. To provide high-quality IT support for all members of the school community helping to maintain appropriate expectations and standards.

## MAIN DUTIES AND RESPONSIBILITIES

- Ensuring you have an oversight of the security, care and availability of the Schools' IT infrastructure, fittings and equipment.
- To share technical responsibility for the smooth running of the Schools network including servers, infrastructure and software.
- To maintain the Active Directory network.
- To ensure the security and integrity of the network through careful monitoring and planned maintenance.
- To share technical responsibility in the configuration and expansion of the whole School's network to maximise efficiency.
- To ensure that network hardware/software throughout the School is secure, both physically in terms of firewalls and the use of strong passwords and 2 step verification.
- To ensure that all software used in the school is legal.
- To liaise with external suppliers, agencies, service providers and partners to secure appropriate support, seek advice and prepare any required response to facilitate the effective management of the network.
- To ensure a high-quality provision of technology to facilitate outstanding teaching and learning of students of the Schools to take place at all times.
- Responsibility for the day-to-day management of the School IT Services Team.
- To meet with and report regularly to the Regional IT Manager and provide up to date information on the provision and upkeep of all IT equipment, including on-going projects and new needs as they arise. In conjunction with the Regional IT Manager, to oversee a planned programme of refresh and replace is carried out in relation to all IT equipment, and to identify the tasks which can be carried out in house or which need to be contracted externally.
- To maintain and retain accurate records of all service contracts and services provided by contractors. To advise the Regional IT Manager on matters relating to this and possible refurbishment/repair projects that may arise.
- Ensure emergency repair work is carried out in a timely manner so as not to disrupt the work of the school and the learning of students.
- To act as the lead contact for internal refresh/refurbishment projects and ensure such improvements are delivered to time, cost and quality standards with a high standard of health and safety. The duties

and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## **STAFF DEVELOPMENT**

Under the direction of the Regional IT Manager:

- Performance manage their department, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

|                                                                                                                                                              | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications and training</b>                                                                                                                           |           |           |
| At least five GCSEs or equivalent which must include at least a C grade in Maths and English.                                                                | x         |           |
| A vocational/academic qualification at NVQ level 4 or equivalent                                                                                             |           | x         |
| A management qualification                                                                                                                                   |           | x         |
| Minimum Level 3 recognised professional IT qualification or equivalent                                                                                       | x         |           |
| Evidence of personal commitment to CPD                                                                                                                       | x         |           |
| <b>Skills and experience</b>                                                                                                                                 |           |           |
| Extensive experience in a relevant work area.                                                                                                                | x         |           |
| Experience of IT operating systems and server based technologies                                                                                             | x         |           |
| Expert knowledge of a range of applications and systems including by not limited to: server virtualisation, cloud technologies, wired and wireless networks. | x         |           |
| Knowledge of Google Workspace and its administration                                                                                                         | x         |           |
| Knowledge of backup solutions, backup principles and Disaster Recovery solutions.                                                                            | x         |           |
| Expert knowledge and experience of network security.                                                                                                         | x         |           |
| Advanced awareness of GDPR and Data Security best practice.                                                                                                  | x         |           |
| Experience of managing the IT across more than one site                                                                                                      |           | x         |
| Experience of managing budgets, tendering, procuring and securing value for money                                                                            |           | x         |
| Aware of relevant education sector policies                                                                                                                  |           | x         |
| Awareness of different levels of ability and confidence of staff and pupils in using IT                                                                      |           | x         |
| Experience with Microsoft operating systems and applications.                                                                                                | x         |           |
| Understanding of Safeguarding within schools.                                                                                                                | x         |           |
| <b>Personal attributes</b>                                                                                                                                   |           |           |
| Ability to analyse issues, make informed judgements and take appropriate actions and accept responsibility for results                                       | x         |           |

|                                                                                                         |   |  |
|---------------------------------------------------------------------------------------------------------|---|--|
| Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure | x |  |
| Ability to communicate technical language to non-technical users                                        | x |  |
| An excellent understanding of IT hardware and software systems                                          | x |  |
| Ability to carry out repairs to hardware and peripherals as necessary                                   | x |  |
| Strong communicator with solutions based approach to problem solving                                    | x |  |
| Be able to communicate clearly, both written and orally                                                 | x |  |
| Possess strong interpersonal skills                                                                     | x |  |
| Be dependable, able to follow instructions and respond to management directions.                        | x |  |
| Have a willingness to extend skills through appropriate training                                        | x |  |
| People and team management skills.                                                                      | x |  |
| Use of car and current driving licence                                                                  | x |  |
| Commitment to travel to other trust schools as necessary                                                | x |  |

## THE RECRUITMENT PROCESS

### APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 9.00am on 12th November 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

### INTERVIEW PROCESS

Interviews will be held the week commencing 17th November 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

### TAKING UP POST

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



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LEARNING TRUST



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