



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



IT TECHNICIAN

NJC Grade B3 Scale Points 7 -11

Actual Salary £26,403.00 - £28,142.00 Per Annum

Full Time – All Year Round

Permanent

Required ASAP



IT TECHNICIAN

Location: Prince Henry's Grammar School

Contract: Permanent
Full Time – All Year Round

Closing Date: Thursday 14th May 2026

Selection Day: w/c Monday 18th May 2026

IT TECHNICIAN

Thank you for your enquiry regarding this post.

Please look on the school's website www.princehenrys.co.uk for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Administrator at the school:

hrs@princehenrys.co.uk

The closing date for applications is **Thursday 14th May 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and it is anticipated that interviews will be held **week commencing Monday 18th May 2026**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a tour of the school, a classroom teaching observation (for teaching posts only), a written or data task, meeting with students or, dependent on the role, a combination of the above.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check. Shortlisted candidates are also subject to a basic online search in line with the current KCSiE policy.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, disability, pregnancy/maternity, gender identity or gender transition.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

Prince Henry's Grammar School is seeking to appoint a Technician to join the IT department on a permanent basis. It is the intention that the successful candidate will be enrolled onto an IT-related apprenticeship at the earliest opportunity (NVQ 3/CompTIA).

The post is to provide 1st line support for all IT queries, including the management of all school devices to facilitate the smooth-running provision of IT across the whole school.

It is intended that the successful candidate will make a full contribution to, and become a valued member of, the IT Team, working together on new technologies. This is an exciting opportunity to receive a high level of IT exposure, with room to grow as a professional.



ABOUT COLLABORATIVE LEARNING TRUST

Currently, the Trust comprises of:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons Primary School, Otley, Leeds (*expected to join June 2026*)

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance).

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career.

We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. Our well-being charter defines well-being as "The State of being comfortable, healthy and happy". We understand that the responsibility for well-being is shared across all members of our community and it aligns perfectly with the values of our Trust.

One of the many ways we implement this is through our fantastic employee benefits, which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's, John Lewis, or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12-month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

INFORMATION ABOUT PRINCE HENRY'S GRAMMAR SCHOOL

Prince Henry's is an over-subscribed comprehensive school with over 1640 students, including around 350 in the Sixth Form. We are proud of our school, students, staff and community and were delighted to have our recent Ofsted report from November 2024 endorse our strengths in judging us 'Outstanding' in all areas. Regardless of our current success, we strive for the continuous improvement of our educational provision so that our students are fully prepared for 21st century society. We serve the market town of Otley (in the Wharfe Valley) and the surrounding villages including Pool, Bramhope and Adel. The Wharfe Valley is a wonderful region in which to live and work. It is close to areas of outstanding natural beauty, yet also benefits from good transport links to key towns and cities across the country.

Prince Henry's Grammar School has a rich history dating back to its Royal Charter of 1607 and to this day the school remains at the heart of the local community. We work hard to maintain strong links, for example through community use of our sporting facilities and our provision of an extensive Community Education Programme.

High standards, in both the academic and broadest sense of the word, continue as the underlying principles of all that we do. Our behaviour and achievement policy, known as Positive Discipline, is central to this. The system rewards students for what they do well, whilst also providing a framework within which misdemeanors are challenged and sanctioned in a consistent manner. This results in the extremely positive attitudes to learning that exists amongst our students. Prince Henry's is an enjoyable place to work and learn and we aim to appoint colleagues who shares our commitment to high professional standards.

Our focus on equality and diversity has a significant impact on the philosophy and operation of the whole school. An international perspective is evident in all areas of school life and all colleagues are expected to deal with issues of global citizenship and equality through their role in school. Typically, over 500 students take part in one of a dozen or more foreign trips and exchanges each year.

Our commitment to promoting equality and celebrating diversity lies at the heart of our vision, and we have received national acclaim for our work in this respect. The school holds the highest level of the Stephen Lawrence Education Standard and has supported several other schools to develop their own inclusive practices through the RED Award developed internally.

Extra-curricular and enrichment provision is rich and varied. There are strong sporting traditions (including rugby, netball, hockey, athletics and swimming) and considerable interest in outdoor pursuits through a successful Duke of Edinburgh Award programme. Music, drama and a variety of other activities also flourish. Governors and trustees are keen to appoint staff who will support the vibrancy of our school.

For further information about Prince Henry's, including details of the current curriculum offer, please see the school website www.princehenrys.co.uk and the school's prospectus documents [here](#).

INFORMATION FROM THE HEADTEACHER

Dear Prospective Applicant,

We would like to thank you for your interest in applying for this post at Prince Henry's Grammar School.

Of particular interest to new members of staff is the emphasis placed on high quality professional development. Prince Henry's is a strategic partner in the Red Kite Teaching School Alliance and as such we work with our partners to develop and deliver high quality CPL to staff in our own school and across the region. This ensures good access to development opportunities for our teaching and associate staff.

A number of services and benefits have been developed including such things as free coffee/tea at break time, parking, annual flu vaccinations, access to Cycle to Work and Computer schemes, corporate gym membership, staff takeaway meal service through Henry's Diner, long service awards and social events organised by the Staff Committee. There is also an opportunity for the children of staff to access the excellent education available at Prince Henry's in line with the Admissions Policy.

Over recent years the already strong educational provision at Prince Henry's has improved even further, and consequently the reputation of the school. As a result, Prince Henry's has grown in size, including significant growth in the sixth form. Despite the school's achievements, governors and school leaders are not complacent, and seek to employ staff with the ambition, knowledge and skills to contribute to further improvement in this larger than average comprehensive school.

This is an exciting time to join a forward-thinking and ambitious school. Having recently been judged as 'Outstanding in all areas' from Ofsted (November 2024), our focus is on maintaining the exceptional offer and experience whilst pushing ourselves even further to ambitious levels. This includes the offer of CPL which includes leadership development and bespoke packages, and the opportunity to be outward facing with other schools within the Trust and alliances of which we are a member.

We hope that after reading the information about this vacancy you will want to apply. Please clearly describe your relevant skills and abilities, knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for your chosen post. We look forward to receiving your application.

Yours faithfully

Sally Bishop
Headteacher



JOB DESCRIPTION: IT TECHNICIAN

Name:	
Job Title:	IT Technician/Apprentice
Salary Grade:	NJC Grade B3 Scale Points 7 -11 Actual Salary £26,403.00 - £28,142.00 Per Annum
Contract Type:	Full Time- All Year Round Permanent
Responsible to:	Senior IT Technician/Trust Network Manager

PURPOSE OF ROLE

To assist in the day-to-day running and support of the Prince Henry's Grammar School network and interactive learning equipment, supporting the online helpdesk application by ensuring issues are addressed, documented and resolved in a timely and professional manner.

Main Duties:

- Support customers by using skills, knowledge and the systems and resources available in a prompt and courteous manner at all times
- Answer phone calls, take details and log service calls on our Helpdesk (Spiceworks) ticketing system
- Answer phone calls and offer advice over the phone or request that users bring faulty equipment to the IT Services office
- Carry out appropriate repairs, updates and or modification to endpoint equipment using your skills and knowledge combined with the facilities, resources and tools available. Test that the repair, update or modification has been effective. Where not possible, recommend alternative action. Contact the end user to keep them updated always
- Monitor stock levels, where appropriate, in agreement with your line manager, and arrange replacement stock where required
- Procure parts, where required
- Monitor and ensure that suitable stock levels of commonly used spare parts are kept e.g. iPad spares, hard disks etc
- Assist with iPad-related support; handouts, repairs, configuration etc.

Other Duties:

The key areas of responsibility are listed in bold below with key tasks indicated for each area. You may be asked to perform additional, or alternative tasks, by your Line Manager.

Server, Desktop and Application Support

- Assist with installation and maintenance of servers, server roles and server configuration
- Assist with installation and maintenance of PCs, peripherals and applications
- Assist in maintaining and troubleshooting of AV equipment and projectors
- Advise on compatibility of hardware, applications and user requirements
- Service based User Management, AD, ADFS, O365, Arbor

- Diagnostic and recovery routines on network equipment
- Assist with AD and its integration with third party software
- Installation, configuration and maintenance of school owned third-party software

Network Support

- Installation and maintenance of the network infrastructure to meet the school's requirements
- Assist in the management of the school VLAN infrastructure including 802.1*

Configuration and Installation

- Assist with configuration, installation and support of the school's ICT systems

Maintenance and Security

- Assist in maintaining hardware and application deployment through MDT/MECM, incorporating regular image updates
- Assist in the implementation and improvements to the maintenance of the school's backup, virus protection and security procedures, with reference to protecting hardware, data and confidential information
- Maintain all necessary documentation including system manuals, cable diagrams, patching schedules, equipment inventories, orders, service records, loans etc., as required
- Perform PC hardware repairs and upgrades
- Source for purchase lower value items following school procedure
- Provide 1st/2nd line software support
- Assist with the installation of software
- Provide support for the school's library system
- Provide classroom-based ICT technical support on a scheduled basis
- Support teaching staff in the use of applications
- Liaise with third party regarding faults with the school's MIS (Arbor)
- Provide support for year group assemblies and meetings
- Assist with the school's cashless catering system when necessary
- Assist with updating the school's website and intranet
- Ensure FFP (Fit for Purpose) checks are carried out and recorded on school equipment and learning areas

Support Request Management

- Work with your line manager to set daily support priorities, balancing response to support requests with need to follow planned monitoring and maintenance and wider ICT service demands

Strategy and Planning

- Assist with the research of developments for the ICT service and their implementation
- Contribute to, and maintain, the school IT development plan
- Identify failing systems and suggest solutions
- Assist with the day-to-day operation of:
 - Servers and services
 - Broadband and filtering (Talk Straight/StudentKeeper)
 - Wireless system (Ruckus)
 - Print management (Papercut)

- Network Infrastructure (switches cabling etc.)
- Management of mobile devices (iPads)
- Technical operation of the Trust/school's Helpdesk
- External support contacts

Budget and People Management

- Participate in the induction of other ICT support staff
- Liaise with senior members of staff
- Deputise for the Senior IT Technician in their absence
- Ensure that budget procedures are always followed
- Assist in procurement

Communication

- Adhering to the department's operational standards, ensure that the school's needs are met through appropriate ICT solutions
- Work effectively with suppliers, as required
- Assist with the maintenance of documentation and the delivery of training
- Maintain regular wholesale communication regarding downtime, maintenance and developments
- Participate as a full member of staff at the school, supporting school aims and initiatives

Health and Safety

- You may be required to working at height using the appropriate equipment. Full training will be provided
- You have specific responsibilities under Health & Safety legislation to ensure that you:
 - Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
 - Cooperate on all issues involving health and safety
 - Use work items provided for you correctly, in accordance with training and instructions
 - Do not interfere with or misuse anything provided for your health, safety or welfare
 - Report any health and safety concerns to your line manager as soon as practical

Generic duties

- To set a good example to all students in their presentation and their personal conduct
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To be aware of and comply with the code of conduct, regulations and policies of the school
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To contribute to the overall ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people

- To appreciate and support the role of other professionals
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school
- To recognise own strengths and areas of expertise and use these to advise and support others
- To participate in the School's Performance Appraisal process and seek to develop further skills through professional development opportunities
- To attend whole school training events, as appropriate
- To attend and participate in regular meetings, training and other learning activities as required
- To always promote a positive demeanour, mindful that you are representing the IT Department at all times

To undertake any other reasonable duties as commensurate with the post as determined by the head teacher.

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date.....

PERSON SPECIFICATION – IT TECHNICIAN

Title of Post	IT Technician		
Specification Prepared By	HR Assistant		
Date	May 2026		
Qualifications		Essential/ Desirable (E/D)	How identified
1.	5 GCSEs or equivalent (A-C) including English and Maths	E	Application and Selection process
2.	Health and Safety qualification, e.g. First Aid	D	
3.	Qualifications equivalent to NQF Level 3 in relevant subject	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Recent experience of working in a busy ICT environment	E	Application and Selection process
2.	Familiar with installation and maintenance of ICT software and network infrastructure	D	
3.	Experience of working in an educational environment	D	
4.	Evidence of self-development	D	
5.	Training in ITIL and window server technology including SQL server	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Knowledge of software (including Windows) operating systems and network security	E	Application and Selection process
2.	Knowledge of health and safety issues	E	
3.	Knowledge of education and policies and procedures relating to working in a school	D	

Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Excellent organisational and time management skills	E	Application and Selection process
2.	Ability to fulfil all spoken aspects of the role with confidence	E	
3.	Ability to remain calm under pressure and prioritise demands to meet deadlines	E	
4.	Ability to communicate effectively at all levels	E	
5.	Flexible and positive approach to change	E	
6.	Willing to work as part of a team	E	
7.	Passion for supporting the use of IT	E	
8.	Excellent trouble-shooting skills	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	Professional demeanour and appearance with the ability to maintain confidentiality	E	Application and Selection process
2.	Commitment to continued professional development	E	
3.	Commitment to upholding the school's and the Trust's ethos, values, policies and procedures	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified

1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the school	D	

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills and Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



Prince Henry's Grammar School

COLLABORATIVE LEARNING TRUST



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A PROUD PART OF THE



**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success