



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 Technician. This role is part of the IT department that oversees all things IT at 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. 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.

Leadership, resilience & citizenship run through all aspects of school life.

### **Leadership**

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

### **Resilience**

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 will be calculated in line with NJC pay scale, Grade 9 points 12-17

£28,598.00 - £31,022.00 per annum

## HOURS OF WORK

36 hours per week, full time, all year round

## PLACE OF WORK

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

Woodlands Primary & Nursery School, Sundridge Park, Yate, BS37 4DX

Tyndale Primary School, Tyndale Avenue, Yate, Bristol. BS37 5EX

## 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 23 days plus 2 extra-statutory days. (plus bank holidays)

## 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 Technician
<b>Responsible to:</b>	IT Manager
<b>Responsible for:</b>	N/A

## ROLE OVERVIEW

We are looking for an enthusiastic IT Technician to join our committed IT Department. The successful candidate will support the IT Manager in the day-to-day management of all issues relating to IT Services. They will provide high-quality IT support for all members of the schools' community helping to maintain appropriate expectations and standards. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses. They must also have relevant experience in a similar role with a proven track record.

## MAIN DUTIES AND RESPONSIBILITIES

- Assist with ensuring the security, care and availability of the schools' IT infrastructure, fittings and equipment through monitoring and planned maintenance.
- Assist in ensuring the smooth running of the schools' network including servers, infrastructure, software and licensing.
- Maintain the Active Directory network.
- Maintain Google Workspace
- Work alongside the IT Manager to ensure the best value in identified procurement projects.
- Ensure that network hardware/software throughout the school is secure, and compliant with the school Cyber Security and Data Protection policies.
- Ensure that all software used in the school is suitable and legal.
- 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 work off-site supporting partner Trust schools on a pre-arranged basis, as appropriate.
- To meet with and report regularly to the IT Manager and provide up-to-date information on the provision and upkeep of all IT equipment, including ongoing projects and new needs as they arise.
- Assist with technical issues relating to the use of Bromcom (management information system) and ensure appropriate security access, liaising with the school Data Manager.
- Monitor and maintain effective onsite and offsite backups.
- Provide technical support for third-party IT Systems.

## GENERAL

- Through the helpdesk, provide first-line support for all problems relating to the use of the schools' IT systems to ensure effective teaching, learning and administrative support.
- Support in the delivery and planning of one-to-one and group training opportunities for staff in relation

to software and hardware.

- Assist in ensuring that software licences are obtained and that accurate records are kept and renewed when required.
- Ensure that the computer suites and workstations are maintained and well organised, taking into account health and safety requirements.
- To maintain a stock of spares, and to arrange or carry out all necessary maintenance and repairs.
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

## **OTHER JOB REQUIREMENTS**

### **Physical Effort**

Occasional lifting may be required to move equipment and resources but is not a significant factor.

### **Supervision**

There may be occasions when attendance outside of your normal working hours is necessary to fulfil this role, therefore, flexibility is required. The post-holder should be able to work independently with minimal supervision using initiative to anticipate requirements and deal with situations as they arise.

## **STAFF DEVELOPMENT**

- To continue professional development in the relevant areas
- To engage actively in the Performance Management process
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## **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 GCSE's or equivalent which must include at least a C/4 grade in Maths and English.	x	
Minimum Level 3 recognised professional IT qualification or equivalent	x	
Evidence of personal commitment to CPD	x	
<b>Skills and experience</b>		
Experience with IT operating systems	x	
Experience working with IT within a school environment		x
Experience with Microsoft Operating Systems and applications	x	
Knowledge of Google Workspace and its administration	x	
Knowledge of backup solutions, backup principles and Disaster Recovery solutions		x
Ability to prioritise and work under pressure	x	
Able to work under own initiative	x	
Demonstrate a good eye for detail, and be able to communicate clearly both written and orally	x	
<b>Personal attributes</b>		
Ability to communicate technical language to non-technical users	x	
Have the willingness to extend skills through appropriate training	x	
Commitment to high standards and expectations	x	
High levels of professional integrity, energy and enthusiasm	x	
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
Committed to the safeguarding of children	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 **11.59pm on 5th January 2026**. 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 on **Friday 9th January 2026**. 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..



## GREENSHAW LEARNING TRUST



ORU Sutton,  
7 Throwley Way,  
Sutton SM1 4AF



020 3988 0218



[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



Yate Academy

## YATE ACADEMY



Sundridge Park  
Yate, Bristol  
BS37 4DX



01454 333560



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



[www.yateacademy.co.uk](http://www.yateacademy.co.uk)