



APPLICANT INFORMATION PACK

Bordesley Green Girls' School & Sixth Form

Senior ICT Technician

April 2026



Letter from Headteacher

April 26

We are delighted you are interested in joining the Team at Bordesley Green Girls' School & Sixth Form.

Bordesley Green Girls' School is a vibrant 11-18 school at the heart of the community. We pride ourselves on providing a truly inclusive education, enabling all staff and students to reach their full potential. Our most recent Ofsted report (April 2022) rated our school as 'Good'.

It is an exciting time to join Bordesley Green Girls' as we are now in year two of our ambitious strategic plan. We are proud of the school's achievements and values and look forward to continuing with the excellent progress made in recent years to make this a truly outstanding school.

At the heart of our philosophy is our BGGSS school motto: Bringing Girls Greater Success. We care about the progress our students make and are committed to their success. Each student has access to a broad and balanced curriculum and a wealth of experience and opportunities. We aim for every student to grow in confidence and knowledge, leaving us prepared for responsible adulthood, becoming future leaders and having a positive impact on the community.

All our staff work tirelessly to create an atmosphere where the students can perform at their best. Our priorities are to develop innovative and inspirational teaching and learning to ensure our students become effective, independent learners. This approach undoubtedly has led to excellent outcomes both at GCSEs and at Level 3 qualifications.

We celebrate attitudes and attributes by promoting our RESPECT values: at Bordesley Green Girls' our students are Resilient, Enterprising, Student leaders, Polite and respectful, Engaged in learning, Confident communicators and Team players.

Our leadership team is very strong. Each member of the leadership team has key roles and responsibilities. We have made great progress by working together, transparently, flexibly and honestly.

All key stakeholders have a voice and as a school we are approachable and listen to their concerns or thoughts about the school. Community support is a huge strength of the school and we have a growing range of partnerships with universities, colleges and successful businesses.

Our Governing Body has highly esteemed academics on the board as well as finance and safeguarding experience from leading practitioners in their field. Together, the Governors, the Senior Leadership Team and staff all work in harmony to deliver a great education for our students.

We encourage applications from colleagues with a diverse range of skills and experience. We work hard and we celebrate our achievements. We are a school which wants our staff to succeed every bit as much as our students. We are committed to professional development of our staff.

Wishing you good luck and we look forward to receiving your application.



**Ms Pritpal Hyare
Headteacher**



Senior ICT Technician

Salary: Grade B (Subject to evaluation under BCC Equal Pay Programme)

Full time; All year round

Permanent

To start in July 2026

The Governing body are seeking to recruit a reliable and flexible person to join Bordesley Green Girls School and Sixth Form. You should have great communication skills and be able to converse confidently with students, staff and parents. Excellent timekeeping and attendance are an essential requirement for this role.

The Senior ICT Technician is responsible for the provision of ICT support across all areas of the school. It includes managing ICT Technicians and/or external service providers as required.

We are seeking to recruit a dynamic, skilled and organised Senior ICT Technician to deliver an efficient high-quality service to all employees and stakeholders in line with the School's strategy and policies.

Under the direction of the ICT Manager and Strategic Business Manager you will:

- Be responsible for the provision of ICT support across all areas of the school.
- Assist with the maintenance and development of the school network and configure devices and software to optimise ICT effectiveness
- Contribute to providing training and support to staff and pupils to enhance business support functions and the overall learning environment

Our ideal candidate will have:

- Excellent interpersonal skills
- Excellent communication skills with a "can-do" attitude
- An ability to work within a team and independently
- Excellent time management and organisational skills
- Excellent IT Skills, including familiarity with Microsoft Server 2019 and above, SharePoint, Microsoft 365 products and Microsoft Azure Cloud Platform
- Experience of Mass-deployment of operating systems and software using Microsoft Configuration Manager and Microsoft Intune

What we will offer you:

- a supportive and caring culture
- a knowledgeable and friendly Team
- active CPD and generous coaching/line management support
- wellbeing support including 24/7 Employee Assistance Programme/confidential counselling, access to wellbeing advice, flexible working culture
- access to generous benefits, such as pension scheme (LGPS)



This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Informal visits can be accommodated. Please contact via the Main School office on 0121 464 1881 to arrange this.

An applicant information pack and application form can be downloaded from our website at www.bordgrng.bham.sch.uk.

We regret that we are unable to accept CVs.

Interested candidates should email their completed application form to hr@bordgrng.bham.sch.uk by the closing date: **12 noon on Wednesday 13th May, 2026.**

If you have not received a response within 10 working days of the closing date, then please assume that your application has not been shortlisted on this occasion.

An online search will be carried out on short-listed candidates to help identify any incidents or issues that can be discussed at interview.

Bordesley Green Girls' School and Sixth Form School is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all successful applicants. This post is exempt from the [Rehabilitation of Offenders Act 1974](#)





Our School

Bordesley Green Girls' School is an 11-18 multicultural, inclusive comprehensive school situated on the eastern side of the City of Birmingham. We have 968 students on roll, including 324 in the Sixth Form, 62.9 full time equivalent (FTE) teaching staff and 45.8 FTE support staff.

Visions and Values

Our school will:

- Provide a learning environment
- Deliver a rich curriculum
- Offer a whole-school experience
- Develop partnerships
- Offer an enrichment programme
- Be a safe place to learn

We will be a learning community founded on:

- Respect
- Collaboration
- Ambition

Our students demonstrate our core values by being:

- Resilient
- Enterprising
- Student Leaders
- Polite and respectful
- Engaged in learning
- Confident communicators
- Team players

What you will get in return from our School

Professional development is key to our ongoing success, so we invest in your development through training, mentoring and progression opportunities through apprenticeships and other routes.

We also offer An Employee Assistance Programme and employee benefits package

Competitive pension scheme (Local Government Pension Scheme)



Curriculum Arrangements

We are very proud of the breadth and depth in our curriculum for all our students.

The curriculum is delivered through the taught curriculum and the enrichment curriculum. Learning happens in lessons, form-time, assemblies, games, educational visits, enrichment and enterprise days, school productions, and community work.

Throughout the curriculum, our students have regular opportunities for learning beyond the classroom through enriching learning experiences and extra-curricular activities.

Our inclusive curriculum is personalised to the needs of our students, and regardless of ability, each student is supported but also challenged in their learning.

The timetable for the school is based on a two-week cycle and comprises of a 25-period week with five periods per day, each period lasts 60 minutes. Lessons can be either single or double periods (usually sixth form lessons and double periods).

The Curriculum at Key Stage 3

Our three-year KS3 programme of study ensures that there is no narrowing of the curriculum. Students secure depth of knowledge and skills and are prepared for an inspirational and challenging KS4. Students are taught in five teaching groups per year in most subjects: one class of high prior attainers and four mixed ability classes

The Key Stage 3 curriculum: English, Mathematics, Science, PE, RE, PSHE, Design Technology, Art, Computing, French, Geography, History, Drama, Music and a second language (Arabic, Spanish or Urdu).

The Curriculum at Key Stage 4

In our Key Stage 4 Core curriculum, all students study English, Mathematics, Science (Separate or Combined Science), PE, RE and PSHE. At Bordesley Green we encourage our students to study a diverse option and the full range of English Baccalaureate subjects: our EBacc entry rate is consistently over 85%.

In addition to the core curriculum all students will choose up to four option subjects:

One language (Arabic, French, Spanish or Urdu),

A humanities subject (either Geography or History) and

Any combination of further two subjects from Art, Business, Computer Science, Design Technology, Health and Social Care, Hospitality and Catering, Music and Sport studies.

The Curriculum in the Sixth Form

We currently offer a wide range of courses at Bordesley Green Girls' and are confident that students can choose combinations of courses on which they are most able to succeed.

Students can enrol on 3 different pathways: A Level programme of study over two years, Level vocational and technical programme of study over two years, or Level 2 BTEC study over one year alongside retaking GCSE Mathematics and English. Most A Level students will study three A levels, with some more able students taking four A Levels or an Extended Project Qualification. Enrichment



is an important part of our KS5 curriculum: students are able to choose from a range of activities including sports, arts and STEM projects.

For further information about the Curriculum Arrangements, please visit the following link: <http://www.bordgrng.bham.sch.uk/Curriculum/ and BGGGS Sixth Form Prospectus.pdf>

Outcomes

Bordesley Green Girls' School & Sixth Form has enjoyed success in its Key Stage 4 and Key Stage 5 examinations. Across most of the headline measures our outcomes have continued to improve year on year. There has been a significant increase in the number of students achieving grades 4+ in Maths & English and 5+ in Maths and English in the past 3 years.

The Progress 8 scores have continued to improve and put us in the significantly above average category.

Outcomes at Key Stage 4

- Students consistently make excellent progress at BGGGS: Overall Progress 8 +0.6 in 2024 was significantly above the national average
- The percentage of girls attaining the strong pass, grades 9-5 in Maths and English in 2024 was 46.9%
- There is no gap between disadvantaged and non-disadvantaged girls
- Progress 8 for English was significantly above average in 2024 (0.94) and in the highest 5% of all schools

Outcomes at Key Stage 5

- The A Level average grade in 2023 was C+, in line with the Birmingham average. The Level 3 vocational average grade was Distinction, above both national and Birmingham averages.
- The average point score in applied general and technical levels was in the highest 20% nationally in 2023 and 2024

Senior Leadership Team

The roles and responsibilities of our SLT are detailed on our website:

<http://www.bordgrng.bham.sch.uk/Senior-Leadership-Team/>

Sixth Form

Bordesley Green Girls' School became an 11-18 school in September 2011 admitting its first sixth form cohort. The sixth form was opened as a consequence of the school's "high performing" status and our Sixth Form has gone from strength to strength in this time Applications exceed places each year.

The Hearing Resource Base (HRB)

The school has a SEND resource base for the hearing-impaired students named the HRB with a staff of: 1 full time and 2 part time Teachers of the Deaf and 2 full time Teaching Assistants. HRB students



receive in class support from both Teachers of the Deaf and Teaching Assistants. Students may be withdrawn to the HRB for specialist pre/post tutoring, subject based interventions and speech and language developmental work

We currently have 12 deaf students from year 7-12. All students have a severe to profound hearing loss and the majority have cochlear implant processors. All students use radio aid systems in class to communicate with mainstream staff and use speech or a combination of speech and BSL (British Sign Language).

For further information please look at our HRB page on the school website, which will give you further details about our provision. We have also produced an in-depth video of our day to day running of the HRB. <http://www.bordgrng.bham.sch.uk/Video-about-the-HRB>



**Job Description
Senior ICT Technician GMB**

Job Details	
Grade	Subject to Evaluation
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools
1.0 Portfolio Responsibilities	
<p>This role is responsible for the provision of ICT support across all areas of the school. It includes managing ICT Technicians and/or external service providers as required. It assists with the maintenance and development of the school network and configures devices and software to optimise ICT effectiveness. It also contributes to providing training and support to staff and pupils to enhance business support functions and the overall learning environment.</p>	
2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)	
ICT Maintenance and Support	
<ul style="list-style-type: none"> • Assisting with the maintenance of the school's ICT network, ensuring systems remain reliable, secure, and up to date • Managing network infrastructure, including users and computer accounts, hardware monitoring, and fault troubleshooting • Helping carry out and overseeing a range of maintenance, repairs and upgrades to ensure the ICT system operates consistently with minimal disruption. • Supervising ICT Technicians or external providers where applicable, working collaboratively with staff to support service delivery • Providing training and hands-on technical support to teaching and support staff and pupils, including classroom support before, during, and after lessons • Providing support for pupils in lessons and during enrichment activities as directed 	
ICT Infrastructure and Compliance	



- Maintaining accurate technical documentation, inventories and records for audit and compliance purposes
- Maintaining essential data back-up procedures and disaster contingencies to ensure continuity and data security
- Ensuring health and safety procedures are in place and followed for the installation, use, and management of ICT equipment, reporting or removing unsafe items as required
- Ensuring ICT use across the school complies with all relevant legal, regulatory, safeguarding, and data protection requirements
- Ensuring the secure decommissioning and disposal of ICT equipment in line with data protection legislation, and environmental regulations
- Ensuring ICT hardware, peripherals, and software are correctly configured and security marked
- Ensuring that all software is used in line with its authorised license
- Supporting and maintaining antivirus, firewall, content-monitoring, and wider cybersecurity systems to protect users and school data, adhering to safeguarding policies when working with students and ICT systems

ICT Development

- Planning and delivering ICT developments in liaison with senior management to support current and future school needs
- Liaising with specialist technical organisations to source and implement suitable equipment and network solutions
- Providing ICT support to the wider school community as required, which may involve supporting school events, partner schools and adult groups

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children



Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold GCSEs or equivalent in English and Maths at grade C/4 or above.
Qualifications	AF/Q	Hold a relevant qualification in ICT, Computer Science, Information Systems or equivalent demonstrable experience.
Experience	AF/I	Have experience of providing ICT technical support, maintenance, development and installation of hardware and software.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have very good written and verbal communication skills for engaging with staff and pupils.
Skills	AF/I	Be able to effectively maintain an ICT network, hardware and software
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Competency	AF/I	Be able to deliver training or guidance to users on the effective use of software and ICT equipment.
Competency	AF/I	Have good organisational skills, with the ability to prioritise workload and manage competing deadlines with minimal supervision.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to this role, including network management, data protection, cybersecurity, safeguarding and health and safety requirements within a school setting.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.



All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
 - To be aware of the signs of abuse or neglect;
 - Recognise the signs of abuse and neglect; and -
- Record and report any concerns or incidents.

Record and report any concerns or incidents.