



Senior ICT Technician

RECRUITMENT PACK

**COMMITTED TO PROVIDING
QUALITY EDUCATION IN THE
FOREST OF DEAN**



**Forest of
Dean Trust**

Introduction



Dear candidate,

Thank you for your interest in the Forest of Dean Trust. Choosing the right trust to work with is a very important decision. If you want to know more about the trust then please contact me on enquires@fodt.co.uk.

Our vision is to support our schools so that they can thrive. Our trust prides itself on having schools that retain their unique qualities, whilst experiencing the benefits of being part of a larger family. We work together so that we can become stronger together and mutual support and challenge is the cornerstone of how we continue our growth and development.

A vital part of this process is you! We are a trust that prides itself on how we support our employees and we know that without a team that is happy, healthy and fulfilled, we simply would not be able to achieve the things we do.

The Forest of Dean Trust has an excellent reputation for developing staff and you will join our Reflective Review Programme so that we can get the very best out of you and help you to continue your own professional growth.

Yours Sincerely,

Steve Brady
CEO, The Forest of Dean Trust



About the Trust



Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools. All our schools have been graded Good or Outstanding by OfSTED in their most recent inspections.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.





Job Details

Senior ICT Technician

Full Time - Permanent Contract - 37 Hours a week Closing Date - 9am 26th September
Grade 6, points 15-20 (£30,024- £32,597) Interview - 8th - 9th October
Reporting to the ICT Manager Desired Start - ASAP

Business need

We are looking for an experienced ICT Technician to join our small team at an exciting time for the trust. We are about to embark on a modernising programme to support the current and future ICT needs of the trust and its member schools, and this role will be pivotal in designing and delivering the ICT systems to support the future needs of the trust.

What you need to know about the role

You will be part of a small 3 person team based at Dene Magna (Mitcheldean), supporting the ICT needs of the Trust and its three member schools. Throughout the year, we focus on support during term time, and carry out maintenance when the schools are closed.

Essence of the role

Monitoring and maintaining key systems and infrastructure

Identification and delivery of improvements of systems and processes

Providing day to day support to users

Example of projects you will be working on

Review, design and implementation of trust wide domain to support future needs of the trust

Hardware upgrade programmes

Review and implementation of M365 within each school.

Impact of the role on the success of the trust

This is a great time to join the team and the wider trust. You will be pivotal in designing and delivering ICT improvements to support the future needs of the trust and its schools.

Growth opportunities

As a Trust, we want all staff to have the opportunity for professional development. Within the ICT Team, we offer the chance to work on exciting projects and offer online training via Udemy (to be used in your own time).



Job Description

You will be a member of a small ICT team based in Mitcheldean supporting several schools that make up the Forest of Dean Trust. We work across Dene Magna Secondary and Sixth Form school, Drybrook Primary and Forest View Primary schools.

The role is an onsite job with the occasional need to travel between sites. As a team, we support the day-to-day needs of each school, while also delivering improvements and projects to advance the ICT services and support improved learning outcomes.

We are looking for someone with at least 3 years of infrastructure experience, and the desire to work in a small team where they can make a real difference, and influence our future ICT direction.

Key Responsibilities

Technical Support

- Provide 1st & 2nd line support to staff, and occasionally students across the trust
- Diagnose and resolve technical issues related to hardware, software, and networking.
- Maintain and update ICT systems, ensuring optimal performance and security.
- Work with third parties to provide 3rd Line Support
- Support the deployment and management of end-user devices, including desktops, laptops, tablets, phones and printers.

Network & Infrastructure Management

- Administer and manage Google Workspace, Microsoft 365, Active Directory, Group Policy, and cloud services.
- Ensure timely software updates, patch management, and system backups.
- Lead in managing and troubleshooting network infrastructure, including switches, routers, firewalls, and wireless access points.
- Support the implementation and monitoring of cyber security measures.
- Manage and maintain the Trust's backup and disaster recovery solutions.
- Assist in the configuration and maintenance of virtualisation technologies (e.g., Hyper-V).

User Support & Training

- Provide training and guidance to staff and students on the effective use of ICT systems.
- Respond to technical support requests efficiently, minimising downtime.
- Develop user-friendly documentation and guides to assist staff with ICT-related queries.
- Promote best practices in IT security and GDPR compliance.

Project Management & Development

- Support the ICT Manager in planning and implementing ICT projects across the Trust.
- Lead when needed with the procurement and deployment of new ICT devices and technologies.
- Identify opportunities to improve ICT systems and processes.
- Collaborate with external suppliers and service providers as required.

Safeguarding & Compliance

- Ensure all ICT systems comply with safeguarding and data protection regulations.
- Conduct regular security audits and risk assessments.
- Contribute to maintaining an accurate inventory of ICT assets across the Trust.
- Contribute to ICT policies, including Acceptable Use and ICT Security policies.

Additional Information

- Travel between Trust schools may be required; a full UK driving licence and access to a vehicle are desirable.
- Willingness to work occasional out-of-hours/on-call to support critical ICT updates or emergency maintenance.



Skills and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A Level of higher qualification in ICT, Computer Science, or a related field (or equivalent experience working in an ICT role for a minimum of 3 years) 	<ul style="list-style-type: none"> Degree or higher-level qualification in ICT, Computer Science, or a related field. Industry certifications (e.g., CompTIA, Microsoft, Cisco, ITIL).
Technical Skills	<ul style="list-style-type: none"> Knowledge of Google Workspace, Windows Server, Active Directory, Group Policy, Intune/MECM and cloud-based services. Experience in managing network infrastructure, including switches, routers, firewalls, and wireless networks. ICT Related Knowledge of security and data protection regulations Experience supporting and configuring Audio/Visual equipment and interactive technologies. Proven experience in diagnosing and resolving ICT-related issues efficiently. Strong understanding of networking protocols (TCP/IP, DNS, DHCP, VLANs, VPNs). Experience with virtualisation technologies. Familiarity with backup and disaster recovery solutions, and best practices. Installation of internal network cabling and switches Understanding of cyber security best practices and threat mitigation. 	<ul style="list-style-type: none"> Configuration and maintenance of Meraki switches (including routing and VLAN rules), and wifi. Knowledge of safeguarding, web filtering and DfE requirements within educational settings Experience working within a Multi-Academy Trust or similar educational environment. Experience with Google Workspace or Office365 for Education. Familiarity with educational MIS systems such as SIMS or Bromcom. Experience with mobile device management (MDM) solutions. Experience maintaining deployment and configuration tools such as MECM or Intune
Personal qualities	<ul style="list-style-type: none"> Excellent problem-solving skills with a proactive and analytical approach. Strong communication and interpersonal skills, with the ability to support and train non-technical users. Ability to work independently and as part of a team. High level of attention to detail and organisational skills. Ability to work under pressure and manage multiple priorities effectively. Commitment to upholding the Trust's values, safeguarding policies, and confidentiality requirements. Full UK driving licence and access to a vehicle (for travel across Trust schools if required) Enhanced DBS clearance (or willingness to undergo checks) 	<ul style="list-style-type: none"> Willingness to undertake continuous professional development and stay up to date with emerging technologies.



Benefits

We believe that to provide the best teaching and learning experience to our students we should invest in our staff, and insure they are supported in delivering great experiences, that will shape our students growth.

Supported by the Trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of all staff, including work-life balance.

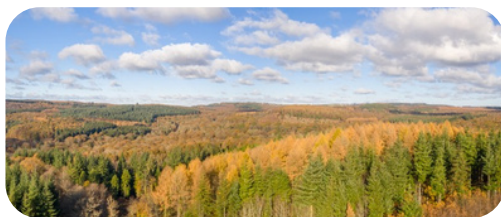
Pension Scheme

At the trust, we value your future. That's why we offer membership to the Local Government Pension Scheme (LGPS) to all staff. The LGPS is one of the UK's largest and most generous public sector pension schemes, providing you with a secure and reliable income in retirement, employer contributions, and a range of valuable benefits for you and your family.



Other staff benefits

- Competitive, benchmarked salary
- At least 6 INSET days a year
- Protected CPL time
- Supported professional development pathways for all staff
- Excellent leave entitlement for central services trust staff, 25 days a year, increasing to 30 days after 3 years of service.
- Annual leave trading for eligible staff allowing the purchase or sale of up to 5 days leave a year.
- Family-friendly policies
- Flexible working for appropriate roles
- Membership to industry benefit scheme - Blue Lights, offering discount
- Free access to the Gym out of hours at Dene Magna School
- Qualified Level 5 or 7 coaching for employees



Are you interested?



Application

To apply for this position, please complete an application form which can be found at <https://www.fodt.co.uk/page/?title=Vacancies&pid=7>

Please send this application form to vacancies@fodt.co.uk along with a copy of your CV.

Applications must be received no later than 9:00am on Friday 26th September 2025. Applications received after this date will not be considered.

If you have any questions about the role, or recruitment process please contact us on HR@fodt.co.uk.

Interview Process

The interview dates will be 8th & 9th October 2025. Shortlisted candidates 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 - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- Our Child Protection Policy can be found on our website under Policies.

The Forest of Dean Trust
C/o Dean Magna School
Abenhall Road
Mitcheldean
Gloucestershire
GL17 0DU

www.fodt.co.uk

HR@fodt.co.uk



About Dene Magna School

Dene Magna is a Secondary and Sixth form school based across two sites in Micheldean and Cinderford. We have around 1,200 students in KS3, 4 and 5.

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

*Each and Every Learner Shall
Achieve their Maximum Potential & Enjoy the Process*

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



HeadTeacher - Mr Moodey

Dene Magna
Abenhall Road
Micheldean
Gloucestershire
GL17 0DU

01594 542370

vacancies@denemagna.gloucs.sch.uk

www.denemagna.co.uk



About Drybrook School

Dream Big, Achieve Together is at the heart of all we strive to do at Drybrook and we believe it makes the school a special place to study in, work at and be a part of. The school became part of the Forest of Dean Trust in April 2020.

At Drybrook we believe that it is important to value each individual within the school community and to celebrate all of their achievements. We value the gift of learning and recognise that we all have the right to succeed. We have high expectations of ourselves and others and recognise the importance of working in partnership with our community and parents/carers.

Dream Big, Achieve Together

At Drybrook we embrace our location in the Forest of Dean but also challenge our children to thrive in modern Britain where they can create change. We believe that we equip pupils for life in modern Britain and for an ever-changing world. We also believe that we will help maintain loyalty to this wonderful part of the world and an ability to use the heritage and culture from the Forest of Dean in whatever pupils go on to do.

Even though we know that working with children is the best job in the world, we completely understand the toll it can take on us. As a trust, we value looking after our teams and we provide innovative ways to show our appreciation.

We believe it is only right that we balance the challenges that we set, with an understanding that getting the best out of someone means valuing them and nurturing them. Yes, we are on a rapid school improvement journey, but we know that a passionate, supported and well-directed team will go on to achieve great things.



HeadTeacher - Mr Henesey

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Drybrook Road
Drybrook
Gloucestershire
GL17 9JF

01594 542448

vacancies@drybrookschool.co.uk

www.drybrookschool.co.uk



About Forest View School

At Forest View we put children first. We believe that it is important to value each individual within the school community and to celebrate their achievements. We have high expectations of ourselves and others. We value the gift of learning and recognise that we all have the right to succeed.

We value the role of the school within the community and work in partnership with parents/carers and the wider community to ensure that children are able to:

- enjoy school and want to learn;
- become independent learners;
- attain the highest academic standards;
- develop skills and knowledge needed to develop individual talents, be they creative, scientific, technological, spiritual, sporting or social;
- understand their own feelings and begin to make life decisions that reflect their increasing confidence;
- understand how to lead a safe and healthy life both in mind and body; and
- understand that everyone has equal rights to access opportunities.

Overall we want to improve the academic outcomes of children within the community of Cinderford so that they may contribute to the improvement of their area in the future. The school does this by offering a range of Adaptive Teaching techniques and Growth Mindset practices which help the school to provide an equitable learning experience for all children that enables everyone to be successful.

Forest View's curriculum has been built around the school's local community and meets the requirements of the national curriculum. Whole school topics provide children with purposeful learning activities which are designed to excite and engage children in their learning. The school upholds the British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those from different beliefs and faiths through all that it does and teaches children to respect each other.

The school also promotes and awards our own core values which are: **kindness and resilience**. From our core values we also promote and celebrate the values of **honesty, tolerance, cooperation, invention and courage**. By recognising these important values the school wants every child to leave us fully prepared for their next stage in education and to have the skills to tackle any problem that they may face through life.

*Kindness, resilience, honesty, tolerance, cooperation, invention
and courage*



HeadTeacher - Mr Lyons

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