



**Barnwood Park**



**BARNWOOD  
PARK SCHOOL**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

**RECRUITMENT PACK**

Barnwood Park School  
St Lawrence Road,  
Barnwood  
Gloucester  
GL4 3QU

Telephone: 01452 530389

Email: [admin@barnwoodpark.co.uk](mailto:admin@barnwoodpark.co.uk)



Dear candidate

Thank you for your interest in the role of Cross School Senior IT Technician at Barnwood Park School. 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.

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.

Barnwood Park 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, Miranda Hird:

[MHird@barnwoodpark.co.uk](mailto:MHird@barnwoodpark.co.uk) We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Myles Preston, Headteacher

## ABOUT OUR SCHOOL

Barnwood Park is an 11–16 school situated in the heart of Gloucester. Since June 2024, we have been on an ambitious journey of rapid improvement, supported by the expertise and guidance of the Greenshaw Learning Trust. Officially joining the Trust on January 1, 2025, we are seeking passionate individuals to help us continue transforming Barnwood Park into one of the highest-performing schools in the country.

At Barnwood Park, we believe there is no limit to what students can achieve under the right conditions. Our mission is to equip every child with the knowledge, skills, and confidence to access opportunities at the very best universities, apprenticeships, and professions. High standards are non-negotiable at Barnwood Park—whether in work ethic, behaviour, or uniform. Step into our school, and you'll find disruption-free classrooms, impeccable uniforms, polite and respectful students, and warm, energetic teachers.

We celebrate and reward effort and achievement, fostering a sense of pride in our students' work, themselves, and their school. Student voice is central to our ethos, empowering every individual to contribute to the vibrant life of the school and develop as responsible, confident members of the community.

Our dedicated staff are committed to inspiring and challenging students through high-quality teaching and learning. With a well-balanced curriculum that maximizes opportunities for success, we ensure every child, regardless of their starting point or background, can thrive.

At Barnwood Park, 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 Barnwood Park a better chance of success than if they attended any other school in the country.

Ambition, determination and success run through all aspects of school life.

### Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### Determination

We exhibit determination towards everything that we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### Success

We support each other and our students to be successful. However, we also believe in the importance of the 'journey' to success, which helps build character and resilience.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 16- 20, £30,518 - £32,597 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

37.00 hours per week - Monday to Thursday 8.00am - 4.00pm (with a 30 minute unpaid lunch break) and Friday 8.00am - 15.30pm (with a 30-minute unpaid lunch break).

Role to be split 50/50 across two schools within the trust. Working days at each school to be discussed with the IT Manager

## PLACE OF WORK

Barnwood Park School, St Lawrence Road, Barnwood, Gloucester, GL4 3QU  
Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

## 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

## 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>	Cross School Senior IT Technician
<b>Responsible to:</b>	IT Manager
<b>Responsible for:</b>	To support staff, students and visitors with any IT issues and maintain IT systems and processes

## ROLE OVERVIEW

We are looking for an enthusiastic subject specialist 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 school's 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 school's IT infrastructure, fittings and equipment through monitoring and planned maintenance.
- Assist in ensuring the smooth running of the school's 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.
- Through the helpdesk, provide first-line support for all problems relating to the use of the school's 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.
- Occasional lifting may be required to move equipment and resources but is not a significant factor.
- 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.
- Such other duties may be reasonably allocated by your line manager or Headteacher. .

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- 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.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

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>		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
Willingness to undertake further CPD	x	
Experience with IT Operating systems	x	
Extensive experience in a relevant work area	x	
Minimum Level 3 recognised professional IT qualification or equivalent		x
Experience of working with IT in a school environment		x
Experience with Microsoft Operating Systems and applications		x
Knowledge of Google Workspace and it's administration		x
Knowledge of Backup Solutions, Backup Principles and Disaster Recovery Solutions		x
<b>Skills and experience</b>		
Ability to prioritise and work under pressure	x	
Ability to communicate technical language to non-technical users	x	
Ability to create and maintain records for maintenance and support requests	x	
Demonstrate a good eye for detail, and be able to communicate clearly both written and orally	x	
Have the willingness to extend skills through appropriate training	x	
Acting as onsite IT contact when the IT Manager is working at another site, with the requirement to make independent decisions	x	
Commitment to high standards and expectations	x	
A willingness to become involved in all aspects of school life	x	
Successful experience of working alongside other professionals to meet the needs of the school		x



Personal attributes		
Excellent communication with staff, students, visitors and external providers	x	
Possess strong interpersonal skills	x	
Be dependable, able to follow instruction and respond to management directions	x	
Good behaviour management	x	
High levels of professional integrity, energy and enthusiasm	x	
Have a willingness to extend skills through appropriate training	x	
Have good working ICT Knowledge	x	
Committed to the safeguarding of children	x	
Able to work under own initiative	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 Thursday 9th October 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 on **Wednesday, 15th October 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



**GREENSHAW**  
LEARNING TRUST



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