



COMMITTED TO
EXCELLENCE
GREENSHAW HIGH SCHOOL

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RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Greenshaw High School,
Grennell Road,
Sutton,
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: info@greenshaw.co.uk



Dear Candidate,

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years. We have also enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE, and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding also used the adjective 'friendly'.

These are very exciting times for our school. We are into an amazing building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students

being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

Joining Greenshaw represents an excellent professional opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, and we run a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with very strong outcomes for our children across primary and secondary phases, spread over nine local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group each school is focused on developing our own excellence, as well as committing to the successes of our other partner schools.

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. In addition, our school website is very detailed and offers much information about the school. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at hr@greenshaw.co.uk.

Greenshaw High School 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.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work to continue the development further of our successful school.

I look forward to welcoming you in person at Greenshaw High School very soon



Yours sincerely

Nick House, Headteacher

TERMS AND CONDITIONS

CONTRACT

- Permanent

SALARY

- Salary calculated in line with NJC Outer London pay scale S02, points 26-28, £40,182.00 - £42,060.00 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

- Full time, 36 hours per week
- 52 weeks per annum
- Typical working pattern: Monday to Thursday 8:00am to 4:00pm and Friday 8:00am to 3:45pm
- The above hours will include a daily unpaid break of 45 minutes

PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

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 26 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

Post:	IT Manager
Responsible to:	Regional IT Manager
Responsible for:	School IT Services Team

ROLE OVERVIEW

We are looking for an enthusiastic, highly motivated individual to join our committed IT team. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record.

The successful candidate will support the Regional IT Manager in the day-to-day management of all issues relating to IT services. To provide high-quality IT support for all members of the school community helping to maintain appropriate expectations and standards.

MAIN DUTIES AND RESPONSIBILITIES

- Ensuring you have an oversight of the security, care and availability of the schools IT infrastructure, fittings and equipment
- To share technical responsibility for the smooth running of the school's network including servers, infrastructure and software
- To maintain the Active Directory network
- To manage the Google Workspace for the school in line with any and all security guidance from the Shared Service IT Team
- To share technical responsibility in the configuration and expansion of the whole School's network to maximise efficiency
- To ensure that network hardware/software throughout the school is secure, both physically in terms of firewalls and the use of strong passwords and 2 step verification
- To ensure that all software used in the school is legal
- To 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 ensure a high-quality provision of technology to facilitate outstanding teaching and learning of students of the schools to take place at all times
- Responsibility for the day-to-day management of the School IT Services Team
- To meet with and report regularly to the Regional IT Manager and provide up to date information on the provision and upkeep of all IT equipment, including on-going projects and new needs as they arise. In conjunction with the Regional IT Manager, to oversee a planned programme of refresh and replace is

carried out in relation to all IT equipment, and to identify the tasks which can be carried out in house or which need to be contracted externally

- To maintain and retain accurate records of all service contracts and services provided by contractors. To advise the Regional IT Manager on matters relating to this and possible refurbishment/repair projects that may arise
- Ensure emergency repair work is carried out in a timely manner so as not to disrupt the work of the school and the learning of students
- To act as the lead contact for internal refresh/refurbishment projects and ensure such improvements are delivered to time, cost and quality standards with a high standard of health and safety

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge
- To engage actively in the Performance Management process

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
Education, qualifications and training		
At least five GCSEs or equivalent which must include at least a C grade in Maths and English	x	
Minimum Level 3 recognised professional IT qualification or equivalent	x	
Evidence of personal commitment to CPD	x	
A vocational/academic qualification at NVQ level 4 or equivalent		x
A management qualification		x
Experience and knowledge		
Extensive experience in a relevant work area	x	
Experience of IT operating systems and server-based technologies	x	
Expert knowledge of a range of applications and systems including by not limited to: server virtualisation, cloud technologies, wired and wireless networks	x	
Knowledge of Google Workspace and its administration	x	
Knowledge of backup solutions, backup principles and Disaster Recovery solutions	x	
Expert knowledge and experience of network security	x	
Advanced awareness of GDPR and Data Security best practice	x	
Experience with Microsoft operating systems and applications	x	
Understanding of Safeguarding within schools	x	
Experience of managing the IT across more than one site		x
Experience of managing budgets, tendering, procuring and securing value for money		x
Aware of relevant education sector policies		x
Awareness of different levels of ability and confidence of staff and pupils in using IT		x
Aptitude and skills		
Ability to analyse issues, make informed judgements and take appropriate actions and accept responsibility for results	x	

Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure	x	
Ability to communicate technical language to nontechnical users	x	
An excellent understanding of IT hardware and software systems	x	
Ability to carry out repairs to hardware and peripherals as necessary	x	
Strong communicator with solutions based approach to problem solving	x	
Be able to communicate clearly, both written and orally	x	
Possess strong interpersonal skills	x	
Be dependable, able to follow instructions and respond to management directions	x	
Have a willingness to extend skills through appropriate training	x	
People and team management skills	x	
Communication skills	x	
Ability to work well under pressure	x	
A willingness to develop self and others	x	
Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders	x	
A flexible approach to working hours	x	
Use of car and current driving licence	x	
Commitment to travel to other trust schools as necessary	x	
Additional requirements		
Knowledge and understanding of the education sector, a desire to work in a comprehensive school and a willingness to contribute to various aspects of school life	x	
Desire to work with young people and to support their education and achievements	x	
Commitment to improving the life chances of young people and motivated by a desire to provide high standards of service delivery	x	
Sensitivity to the range of needs and difficulties that young people experience	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	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 22/03/2026. 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 shortly after the closing date. 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.



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ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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