



# BLAISE HIGH SCHOOL

---

RECRUITMENT PACK



Part of the  
**GREENSHAW**  
LEARNING TRUST



Blaise High School,  
Station Road,  
Henbury,  
Bristol,  
BS10 7QH



Telephone: 0117 9030100

Email: [info@blaisehighschool.co.uk](mailto:info@blaisehighschool.co.uk)

Dear candidate,

Thank you for your interest in the role of IT Technician at Blaise High 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.

Blaise 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.

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



Yours sincerely,

Nat Nabarro, Headteacher

## **ABOUT OUR SCHOOL**

At Blaise High School, 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 Blaise High School a better chance of success than if they attended any other school in the country. We are very clear on our core values and beliefs in the primary areas of our school and we are then deliberate in how we enact these in our school.

Ambition, excellence and pride 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!

### **Excellence**

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### **Pride**

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### **Curriculum**

We teach a knowledge rich curriculum, not a knowledge heavy curriculum. Our resources are centrally planned, allowing our teachers to intellectually prepare, not spend time making powerpoints. We focus on the teaching of powerful knowledge, enabling students to move out of their lived experiences, and access the best universities or careers of their choosing. Our curriculum sequencing is underpinned by our knowledge organisers. These form the backbone of our curriculum and homework. The curriculum in each subject area is underpinned by big ideas; the progression through which enable children to access that discipline in higher education.

### **Behaviour**

The SLT own behaviour at this school. Teachers use a set of microscripts to implement a centrally administered policy. SLT and non - teaching staff run the referral room, detentions and all parent contact regarding behaviour. Teachers at Blaise High School are able to teach in a disruption free environment. Every classroom is consistent and staff have the complete support of SLT when challenging behaviour. We emphasise personal responsibility on behalf of children when we discuss their behaviour.

### **Character Development**

We believe outcomes are the most important function of a school, however we are also committed to the development of children's characters. We do this through explicit teaching of our values; 'Aspiration, Integrity and Pride' We have a series of mantras which we use to give children practical steps in being successful, for example 'Work Hard. Be Kind' Our character programme equips every child with the necessary character to achieve excellent outcomes and to succeed at one of the country's very best Universities or careers of their choosing.

### **Teaching**

We teach in a traditional style. At Blaise High School teachers are the experts in the room. Our lessons utilise an I, We, You structure and there are visualisers in every classroom to enable effective guided practice. All of our staff take part in weekly, 15 minute CPD that is generally based on techniques from Teach Like A Champion. This is supplemented by fortnightly practice sessions, and regular departmental intellectual preparation opportunities. We keep the main thing, and focus on enabling teachers to teach great lessons.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with BG8 pay scale, points 12-16, £29064 - £31,022 per annum

## HOURS OF WORK

Monday to Friday 8.00am to 4.00pm 36 hours per week.]

## PLACE OF WORK

Blaise High School, Station Road, Henbury, Bristol, BS10 7QH.

## 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 25 days holiday plus 8 additional 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

To support the 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'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.

## 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.
- Work alongside the Cross School IT Manager to ensure 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 Cross School 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.
- Assist with technical issues relating to the use of SIMS (management information system) and ensure appropriate security access, liaising with the schools 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 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 are renewed when required.
- To 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 the learner's 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.
- Such other duties may be reasonably allocated by your line manager or Headteacher

## **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>		
At least 5 GCSEs or equivalent grade 9-4 which must include at least a grade 4 in English and Maths.	x	
Evidence of personal commitment to CPD	x	
Experience of IT operating systems	x	
Extensive experience in a relevant work area	x	
Minimum Level 3 recognised professional IT qualification or equivalent		x
<b>Skills and experience</b>		
Experience of working with IT within a school environment		x
Knowledge of Google workspace and its administration	x	
Knowledge of backup solutions, backup principals and disaster recovery solutions.		x
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 a willingness to extend skills through appropriate training	x	
	x	
<b>Personal attributes</b>		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
High Levels of professional integrity, energy and enthusiasm	x	
Able to work under own initiative	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 Thursday 4th December. 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 the week commencing 8th December 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 on 5th January 2026.



## GREENSHAW LEARNING TRUST



ORU Sutton,  
7 Throwley Way,  
Sutton SM1 4AF



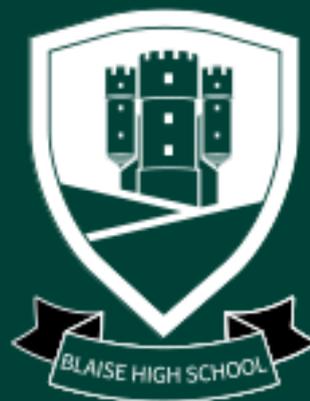
020 3988 0218



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



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



Station Road,  
Henbury,  
Bristol BS10 7QH



0117 9030100



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



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