



# BRAKENHALE SCHOOL

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RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST



Brakenhale School,  
Rectory Lane,  
Bracknell,  
Berkshire  
RG12 7BA

Telephone: 01344 423041

Email: [HR@brakenhale.co.uk](mailto:HR@brakenhale.co.uk)

Dear Candidate

Thank you for your interest in the role of IT Technician at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction\*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

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 comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale 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 websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas

Headteacher

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with the NJC Fringe Pay Scale, points 12-17, £29,327- £31,751 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 Hours per week, full time, all year round (52.143 weeks)

## PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

## 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>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The annual holiday entitlement is either [23] days plus 2 extra-statutory days or [24] days plus 2 extra-statutory day, depending on the scale point allocated.

## 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.
- Maintain the schools Google Workspace tenant
- 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.

## **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 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.
- 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, training, skills and experience</b>		
At least five GCSEs or equivalent which must include at least a C grade in Maths and English	x	
Evidence of personal commitment to 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 working with IT within a school environment		x
Experience with Microsoft Operating Systems and applications		x
Knowledge of Google Workspace and its administration		x
Knowledge of backup solutions, backup principles and Disaster Recovery solutions		x
<b>Personal attributes</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	
A willingness to become involved in all aspects of school life	x	
Commitment to high standards and expectations	x	
High levels of professional integrity, energy and enthusiasm	x	
Able to work under own initiative	x	
Acting as onsite IT contact when the IT Manager is working at another site, with the requirement to make independent decisions	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 8th March 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 the week starting 9th March 2026. 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 in April 2026.



**GREENSHAW  
LEARNING TRUST**



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