

Bingley Grammar School

ICT Technician

Contents

Welcome from the Headteacher

School History & Vision

Staff Benefits Information

Post Details

Job Description

Person Specification

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

Please refer to the Bingley Grammar School Child Protection and Safeguarding Policy on our website (About/Policies)

Headteacher Mr Luke Weston

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS **Tel:** 01274 807700 **Email:** school@bingleygrammar.org



www.bingleygrammar.org



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WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Department Information
- Post details
- Job Description
- Person Specification

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Yours faithfully
Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Year 13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for a Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Wednesdays in order for staff to participate in training, much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



POST DETAILS

We are looking to fill the following permanent post to start as soon as possible:

ICT Technician

Full time, 37 hours per week

Salary level SCP 14-17 (£30,515 - £32,046 per annum)

Bingley Grammar School is looking for a skilled and knowledgeable ICT Technician to support our staff and pupils.

Building on the success of our excellent department, you will be part of a team that is leading the way in ensuring our ICT provision is outstanding and embraces new and emerging technologies.

With excellent inter-personal skills, you will provide front line service in responding to staff queries and ensuring that our top-class teaching and learning is supported and enhanced by our ICT resources. Having previous experience of working in an ICT support role, you will be committed to acting with integrity and feel capable of working both independently and in a team.

As part of the Bingley Grammar School team, you must be passionate about ICT, committed to a student-centred approach and delivering outstanding service. As a strong team player within our friendly and diverse staff community, you will be recognised and appreciated for your hard work and dedication to upholding our school's core values.

In return for your outstanding efforts, we offer:

- An opportunity to make a difference to our teachers and pupils as we move towards a new and exciting strategic vision for ICT.
- Proactive and consistent support for your continued professional development
- A tight-knit and diverse staff community

Bingley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

We are committed to fulfilling our responsibilities under the Equality Act 2010 to provide appropriate adjustments as required for candidates. Please contact our HR team as soon as possible if you have any adjustments or arrangements that would enable you to engage and participate with the application and selection process.

Closing date for completed applications is Friday 30th October 2026 at 9.00am.

Interviews will be held on W/C 9th November 2026.

For more information and to apply please see our website or contact our Recruitment team on 01274 807700 or email recruitment@bingleygrammar.org.

Please note CVs will not be accepted.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check

JOB DESCRIPTION

Job Description – ICT Technician

Prime Objectives of the Post

- Provide comprehensive ICT support to both staff and students as well as occasional assistance to visitors and parents as required.
- Assist in the sourcing of, and maintain general upkeep and repair of, computers and associated peripherals and resources.
- Assist in the sourcing and maintenance of stocks of computer consumables ensuring resources are available to meet the daily needs of the school.

Supervisory/Management Responsibilities

No supervisory responsibility for other staff.

Supervision and Guidance

Day to day work as directed by the Technical Team Leader, with the expectation to work independently on routine maintenance and support tasks. Daily liaison with teaching and support staff to determine the assistance required. Working in concert with other ICT staff.

Range of Decision Making

Required to use own initiative to make decisions within established working practices and procedures to ensure accuracy and consistency of application. Required to use good common sense and initiative in all matters relating to the duties of the post.

Responsibility for Assets, materials, information etc.

Maintain the confidential nature of information relating to the school, its Students, staff, parents, carers and visitors. General responsibility for the care of all equipment and materials within the school.

Key Duties and Responsibilities

- Provide comprehensive technical support, help, and advice to staff, students, parents, and visitors, encompassing both software assistance and the maintenance of school-owned hardware. Maintain and monitor the appropriate use of any software or hardware.
- Support the wider IT Support team with the development and deployment of desktop hardware, desktop infrastructure, network infrastructure and ancillary equipment.
- Support the wider IT Support team with the delivery of changes to hardware and software, ensuring documentation is updated.
- Respond to support requests in line with procedures, recording detailed diagnostic information and using appropriate knowledge bases/logs to assist with diagnosis and resolution.
- Negotiate with suppliers and external contractors and track external support calls.
- Identify software, hardware and working practices required to fulfil functional specifications as defined by school staff.
- Conduct individual and group training on the use of IT resources.
- Work with the team to make sure service packs and software upgrades are applied to the relevant devices.

- Update the Technical Team Leader with any outstanding issues as required.
- Adhere to school policies regarding Data Protection (GDPR) and Safeguarding, ensuring the security of information and reporting any e-safety concerns.

Other Duties and Responsibilities

1. Service desk support / help desk management

- Provide a quality, helpful, and efficient level of technical support for all users, including staff, students, and occasional assistance for parents and visitors. Record all tasks and resolutions on the helpdesk system to build a reliable knowledge base. Prioritise tasks effectively to reflect the schools aims.
- Keep users informed of progress.
- Aim to provide fast, but effective solutions to help desk requests.
- Share knowledge and skills with users to empower them to resolve basic issues independently.
- Document all technical resolutions within the knowledge base to facilitate future troubleshooting

2. Classroom Support

- Prioritise the support and maintenance of teaching equipment, such as interactive whiteboards, projectors, and audio-visual cabling. Support staff in their use of all school ICT hardware and software.
- Support the installation of all new computer software and hardware as required, enabling the delivery of IT to all curriculum areas.

Proactively monitor classroom environments to ensure all ICT equipment is at optimal levels for teaching.

3. Network Support

- Monitor the condition of wired and wireless networks, reporting unresolved infrastructure issues to the Technical Team Leader.
- Manage Network Administration services, including user account creation (Active Directory/Google/Microsoft 365), password security, and access policies.
- Maintain core school systems, including cloud storage, email, catering, telephony, and CCTV. Respond in a timely manner to network and admin computer and printer problems, installing, upgrading and backup devices as required.
- Monitor antivirus and security systems, taking immediate action against threats or policy breaches.
- Assist with network administration services, including setting up and removing users, deleting unwanted files, maintaining email distribution lists, maintaining the user databases, password security, managing access policies and monitoring ICT performance.

4. Managing ICT Resources

- Installing, maintaining, and supporting the use of computer equipment and peripherals for curriculum and administrative use within school under guidance from the Technical Team Leader.
- Checking the operation of the school systems and reporting any equipment in need of repair or upgrade.
- Maintain an accurate Asset Register for all school-owned hardware and a library of software licences. Ensuring that copyright and data protection laws are upheld
- Monitor Backups and report problems to the Technical Team Leader
- Assisting the Technical Team Leader in the appropriate deployment of hardware around the school site.
- Purchasing ICT related hardware and consumables

- Liaise with external companies for the maintenance of equipment where required in liaison with the Technical Team Leader.

5. Incident support

- Keep all asset management software updated with new equipment and changes.
- Communicate system outages or changes clearly to all staff to minimise disruption
- Provide 1st and 2nd line helpdesk support and resolve ICT incidents in a structured manner.
- Liaise with 3rd party suppliers to ensure a resolution of ICT incidents.

6. General Support

- To carry out general ICT tasks including repair and maintenance, assisting the work of other staff and any other reasonable duties that the Technical Team Leader might request as part of the efficient running of the ICT systems in school.
- To be involved in staff training as required, particularly when changes to ICT processes and systems have taken place.
- Provide technical setup and on-site support for school events, including assemblies, presentations, and parents' evenings, Communicate where appropriate with relevant 3rd parties.
- Update all relevant documentation stored in its centralised location.
- Engage in continuous professional development (CPD) to stay updated with new technologies and school systems. Develop and maintain effective working relationships with all users.
- Work within the requirements of Data Protection (GDPR) at all times.

Your duties also include any assistance which may reasonably be required of you by the School from time to time.

General School Responsibilities

- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection.
- Support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other staff
- Participate in training and other learning activities and performance development as required.
- Provide break/lunch time supervision of students on a rota basis and exam invigilation/reader-scribe duties as required.

Safeguarding Statement

Bingley Grammar School is committed to safeguarding, to safer recruitment practices and promoting the welfare of children and young people and expects all staff to share this commitment.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an

appropriate standard. For this role the post holder is required to meet the Mastery or proficiency level which requires the post holder to demonstrate that he/she can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

PERSON SPECIFICATION

Post: ICT Technician

Key

E/D = Essential/Desirable Criteria for post

A = Application Form

I = Interview

R = References

T = Test

C = Certificate/Documentary Evidence

Criteria	E/ D	How Measured				
		A	I	T	R	C
Qualifications						
GCSE (grade A*-C) or equivalent, in English and Maths	E	X				X
Formal ICT qualifications	D	X				X
Evidence of previous personal development	D	X				X
Experience & Knowledge						
Recent working experience in an IT support role	E	X	X		X	
Working knowledge of the Google applications and Google Workspace (e.g. Gmail and Google Classroom)	E	X	X		X	
Strong working knowledge of Windows 11 and the Microsoft Office suite	E	X	X		X	
Experience of providing IT support in an educational environment	D	X	X		X	
Experience of working with school-based systems such as Arbor	D	X	X		X	
Working knowledge of Windows Servers	D	X	X		X	
Skills and Competencies						
Able to cope with the pressures of school environment	E	X	X	X		
Able to work co-operatively with academic and other staff.	E	X	X			
Excellent communication skills	E	X	X	X		
Able to work effectively without supervision	E	X	X			
Able to carry out maintenance of ICT equipment	E	X	X	X		
Working Behaviours						
Committed to a student-centred approach	E	X	X		X	
Strong attention to detail and rigour	E	X	X		X	
Committed to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school	E	X	X		X	
Able to relate well to people on all levels	E	X	X		X	
Able to work in a way that promotes the safety and wellbeing of children and young people	E	X	X		X	
Fluency Duty						

Demonstrate fluency of English language at an advanced threshold level	E	X	X			
Bingley Values & Ethos						
A passion for education and for making a difference to young people's lives	E	X	X			
Commitment to supporting & promoting equality, diversity and inclusion	E		X			
Commitment to safeguarding young people and vulnerable adults	E		X			