



IT Technician

Application pack

Bourne
Education
Trust

Transforming schools... changing lives



Welcome to **BOURNE EDUCATION TRUST**

I would like to thank you for your interest in the role of IT Technician at Bourne Education Trust. I am thrilled to welcome you to the beginning of what could be a transformative journey for both you and our organisation.

At Bourne Education Trust, we believe in the power of technology to enhance education and empower students and staff alike. Our commitment to integrating cutting-edge technology with innovative teaching methods is at the core of our mission to provide an exceptional educational experience. We are dedicated to creating a supportive and inclusive environment where students can thrive, and teachers can excel in their professional endeavours.

For more than 7 years, I have had the privilege of leading our IT strategy across the Trust, ensuring that our technological infrastructure meets the evolving needs of our education system. I am passionate about leveraging technology to create innovative solutions that make a tangible difference in the lives of our students and staff. We are looking for individuals who are not only skilled and knowledgeable but also passionate about the impact technology can have on education. Your ability to innovate, problem-solve, and collaborate with a diverse group of educators and support staff will be essential to your success and to the success of our Trust community.

I hope that this job application pack will give you an insight into our organisation and provide you with detailed information about the role you are applying for. We encourage you to review the materials carefully and consider how your unique skills and experiences align with our needs and goals.

We are excited to learn more about you and how you can contribute to our vision. Together, we can make a significant difference in the lives of our students and set new standards for educational excellence. Thank you once again for considering Bourne Education Trust as your next professional home. We look forward to receiving your application.



A handwritten signature in black ink that reads "Matt Gibson".

Matt Gibson

IT Director



Why choose **BOURNE EDUCATION TRUST?**



✓ **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues



✓ **FREE PARKING**

Free on-site parking is available at BET Central Office in Jubilee High School and at most Trust schools



✓ **CPD & RECOGNITION POLICIES**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**

24/7 online GP, EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.





Job DESCRIPTION

ROLE INFORMATION

Job title: IT Technician

Location: Based at Epsom & Ewell High School, Epsom, Surrey (travel to other Trust sites may be required)

Contract: Permanent, full time (36 hours per week, 52 weeks per year)

Salary: Support Pay Scale 5, (£28,546 - £30,581)

Responsible to: IT Lead

ROLE PURPOSE

To provide first and second line support for IT systems within a school, ensuring their smooth operation in a professional and timely manner. In support of the IT Lead and Regional Service Delivery Manager, play a key role in providing technical support to the school and ensuring the optimum operation of the IT network and associated technology, in line with the Trust's IT strategic vision maximising the learning opportunities of all students, and the business continuity of the trust.





MAIN DUTIES AND RESPONSIBILITIES

- Monitor and respond to service desk tickets within the agreed timeframes
- Play a key part in the installation, configuration, commissioning and maintenance of systems and software to support the development of the school
- Monitor the state of equipment, ensuring that hardware is maintained in good working order, including carrying out basic repairs and taking other appropriate action when required
- Be proficient in relevant safety procedures such as back up and safeguarding monitoring software
- Ensure all equipment meets all relevant health and safety standards
- Awareness of school and government policies, delivering the IT service in accordance with these
- Ensure compliance with all IT-related legislation and Trust policies including data protection, information assurance, the use of software licences and IT disposals
- Participate in training, all relevant learning opportunities and personal development as required
- Alert relevant colleagues to any actual or potential cyber vulnerabilities or incidents and support them in resolving the issue



Person SPECIFICATION

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of pupils
- GCSE English and Maths or equivalent
- Relevant work experience within first or second line support
- Ability to demonstrate a sound understanding of backup technology
- Proven track record of continuous professional development
- Ability to demonstrate meticulous attention to detail, analytical skills, problem solving and flexibility to cope with interruptions and changing priorities
- Evidence of excellent interpersonal skills, and engagement with a range of stakeholders
- A firm understanding of GDPR compliance
- Knowledge and experience in supporting end user devices, server and network technology

DESIRABLE SKILLS:

- Relevant work experience within the education sector

PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our [BET Behaviours](#) which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **10th July 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



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Bourne Education Trust

