

# St Bede's School

*'Christian Education at its Best'*



## AV and IT Technician

36 hours per week, 40 weeks per year

£23,626

To start ASAP

**Application Deadline: 09:30 on 25 June 2025**

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2023	2024
Attainment 8	58.63	59.34
Progress 8	+0.63	+0.72
EBACC	45%	47%
EBACC entered	57%	62%
4+ English	92%	94%
4 +Maths	94%	94%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."*  
**Ofsted 2023**

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## IT Department at St Bede's

Our IT team have individual responsibilities but work cooperatively to support each other. The AV (audio visual) and IT technician will work as part of the IT team to support staff and students across the school. In particular they will work closely with the Heads of Drama and Music to facilitate school shows and performances, provide technical support required for public examinations and support community use of the school facilities. In addition, they will support the effective use of school IT systems by providing efficient and effective first line support as a member of the School IT team.

The role will involve the use of a wide range of software and equipment. This includes:

- 3 music classrooms fitted with Apple Macs running Garageband and Logic Pro X
- A dedicated recording studio running Logic Pro X
- 3 drama classrooms with lighting fixtures controlled through a Zero 88 Jester 12/24 lightingboard
- A hall lighting rig operated with Chroma Q Vista lighting software
- A hall sound system operated with Behringer X32 mixing desk
- Assorted sound, lighting & staging equipment for shows and events

Training will be provided for all this equipment and software where necessary.

The successful candidate will be working with highly motivated and inspiring departments in a great team atmosphere. The job provides the opportunity for you to develop your creative nature, for example through working on school performances. It also affords you the opportunity to train and develop others through your work with students.

The Information Technology Department provides school departments with technology solutions and support. We strive to provide timely support and stable technology systems, to address the needs of various teaching departments and admin offices, so they can in turn provide the students at St Bede's with an outstanding learning experience. The primary functions of the IT department are defined below:

- To provide technical support services to St Bede's School
- To provide leadership and technical solutions
- To provide leadership in purchasing hardware and software to maximise value
- To enhance communications, collaboration and the flow of information
- To manage and optimise software licensing programs
- To manage technology vendor relationships and contracts
- To develop and implement beneficial information technology policies and procedures
- To provide access to new technology
- To provide efficient storage of data
- To provide a high level of cyber security and privacy
- To provide disaster recovery, education continuity and data backup services
- To provide highly available systems

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The person appointed will work 36 hours per week for 40 weeks per year; term time, including inset days, plus one week. The standard working hours will be 08:30 to 16:10 Monday to Friday (with a 30 minute unpaid lunch break), however there will be a significant requirement to support performances and other events outside these times. These events may require attendance at work earlier in the morning, and frequently it will be necessary to support evening events. Time off in lieu will be approved to be taken at mutually agreed times.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

**There is no entitlement to take leave during term time. All holidays must be taken during school breaks.**

## Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

**Role Purpose:** To provide practical support throughout the school by providing technical support and advice to enable school and community members to make full use of sound and lighting facilities.

To support the effective use of school IT systems by providing efficient and effective first line support as a member of the School IT team

### Key deliverables include:

- Develop and run systems for the booking of equipment, technician time and facilities and liaise with staff to operate those systems effectively.
- Develop lighting and other performance technology systems within the school to support effective learning.
- Maintain all performance and stage lighting facilities so that they are always safe, in good order and ready for use including preparing, organising, storing, checking, replacing and mending where practicable and arranging specialist maintenance on schedule and where necessary (includes direct responsibility for the drama control room, the main Hall and the stores for technical equipment and facilities).
- Working directly with users (including school students) to provide or support sound and stage lighting facilities either directly (e.g. by preparing and operating facilities personally) or indirectly (by providing advice, training and back-up) as appropriate.
- Provide basic training for staff and students in the use of stage lighting and performance equipment and to encourage and support staff and students in making as much use as possible.
- Provide technical support for rehearsals, assemblies, events, shows, presentations and productions within and beyond the school day.
- Work as a member of the IT team by responding appropriately and effectively to IT incidents or queries. This requires a hands on approach, taking ownership of assigned incidents and managing them through to resolution.
- Provide support to the IT team where required with the installation, maintenance, support and troubleshooting across a wide range of IT network and infrastructure systems, hardware and software.
- Advising school management on the operation of facilities and possible developments and improvements.
- Support the delivery of high quality onsite and remote IT support on a range of technical issues and problems across the school
- Liaise with external users of the school (including Surrey Arts) and manage their hire of performance and music facilities and equipment use.

**Contract** The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

**Job Family:** Regulation & Technical **Grade:** 5

**Responsible to:** IT Manager

### **Accountabilities & Tasks**

*The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.*

#### **1 Support / Service Delivery**

- Carry out a range of operational service duties using appropriate tools and equipment.
  - Providing technical support for GCSE and A level Music and Drama performance exams.
  - Providing technical support for classes when requested within Music and Drama.
  - Where required (e.g. for exam purposes, shows, concerts / assemblies) making recordings, designing rigging and operating events.
  - Supporting rehearsals, presentations, shows, performances and events including setting up, operating, taking down, helping to lay out staging and chairs and supporting staff & students as they do this.

#### **2 Deliver a range of IT administrative and/or customer services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.**

- E-mail and communications
- Routine maintenance, record keeping and documentation
- Wireless network and mobile device management
- Selected software packages

#### **3 Organising**

- Contribute to scheme and project development by providing basic support.
  - Advise users on the best use of facilities for their purposes
  - Contribute to set design and sourcing
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed on time and to an appropriate standard.

#### **4 Policy & Compliance**

- Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.

## **5 People & Partnerships**

- Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service.
  - Provide technical support across the school to resolve performance technology and IT issues
  - Work without direct supervision, but under management of senior IT team members
- Develop good working relationships with partners and stakeholders to deliver a timely and efficient service
  - Heads of Department for Drama and Music
  - Head of Years
  - SLT Members
  - Teaching and support staff
  - Students
  - External users of performance and music spaces, including Surrey Arts

## **6 Finance & Resource Management**

- Deliver allocated activities within agreed processes and frameworks.
  - Manage school owned technical assets
  - Maintain and source stocks of equipment in good order and available for use.
- Use equipment in the correct and safe manner.

## **7 Analysis, Reporting & Documentation**

- Ensure information and records are processed and stored to agreed procedures.
- Assist in providing and manipulating basic data for statistical and other reports.

## **8 Duties for all**

- Values: To uphold the values and behaviours of St Bede's School.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
- To have regard to and comply with safeguarding policy and procedure as appropriate.

## **9 Additional Requirements**

- Carry out any other task which might reasonably be required.

## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Strong personal commitment to the ethos of St Bede's School</li> <li>• Able to work effectively within an explicitly Christian context</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed and practicing Christian, member in good standing of any denomination served by the school</li> <li>• Informed and thoughtful about current Christian issues</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Relevant subjects studied to A Level or BTEC</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant technical accreditation</li> </ul>
<b>Experience / Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of iMacs for creative/media use</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in IT support</li> <li>• Experience in AV support</li> <li>• Experience of using a CMS for website management</li> <li>• Knowledge of LAN monitoring and support systems</li> <li>• Knowledge / experience of Aerohive systems (WiFi management)</li> <li>• Experience of Google Workspace</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Able to deal with people at all levels</li> <li>• Excellent communication skills</li> <li>• Calm and organised under pressure</li> <li>• Team player and multi-tasker</li> <li>• Self-motivated and hardworking</li> <li>• Patience and perseverance</li> </ul>	



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## How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

If you have any queries please ring the People Team on 01737 214048 or send an email to [peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30 on 25 June 2025.**

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

