



Position: Junior IT Technician

Salary/Hours: NJC Grade 1 Point 2 £24,412
37 hours per week 52 weeks per year
Permanent contract

Closing Date: 9am Friday 5th December 2025
Early applications are encouraged

Interview Date: WB 8th December 2025
The Academy reserves the right to close the
advert early



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community, and we work hard to serve our local families. We are a happy and supportive team, and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students, then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Job Advert

Junior IT Technician

We have an exciting opportunity for an enthusiastic Junior IT Technician to join our supportive IT team.

About the Role

We're looking for someone who loves problem-solving and wants to develop their technical skills in a busy school environment. You'll work alongside experienced IT professionals who will mentor and train you while you provide essential technical support to our staff and students.

This is a fantastic opportunity to gain hands-on experience with a wide range of technologies, from laptops and tablets to interactive whiteboards and network systems. You'll be helping to keep our school's technology running smoothly while building your skills and working towards professional IT qualifications.

Job Description

Teaching and Supporting at Bexhill Academy

Support staff at Bexhill Academy make the education of our students their first concern. Our IT team works with integrity to ensure the highest possible standards in technical support and service delivery. We maintain strong technical knowledge and, through continuous development, keep our skills current, remaining at the forefront of educational technology.

Post: Junior IT Technician

Accountable to: IT Manager

Principal Accountabilities:

To provide first line technical support to staff and students across the school while developing IT skills and knowledge under the guidance of senior IT staff. This role offers excellent opportunities for training and career progression within a supportive educational environment.

Key Responsibilities

- **Technical Support**
 - Respond to helpdesk tickets and resolve hardware/software issues promptly.
 - Assist with troubleshooting network connectivity problems.
 - Support classroom technology (interactive boards, projectors, printers).
- **Maintenance**
 - Perform routine checks on PCs, laptops, and peripherals.
 - Install updates and patches under supervision.
- **User Assistance**
 - Provide basic training and guidance to staff and students on IT systems.
- **Asset Management**
 - Help maintain accurate inventory of IT equipment.
 - Assist with equipment setup for new staff and classrooms.
- **Compliance & Security**
 - Follow academy policies on data protection and safeguarding.
 - Report any security concerns to the IT Manager immediately.
- **Skills & Qualifications**
 - Basic knowledge of Windows OS, Office 365, and networking fundamentals.
 - Strong problem-solving and communication skills.
 - Ability to work under supervision and as part of a team.
 - Relevant IT qualification (e.g., CompTIA A+, Level 2/3 IT Support) desirable.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming, patient, and supportive environment to all users requiring IT assistance, visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education	GCSEs in Maths and English (Grade 4/C or above) or equivalent	A-Level in IT or Computing
Qualifications	Willingness to work towards IT qualifications (e.g., Level 3 IT qualification, CompTIA A+)	Any IT-related certifications or online courses completed
Experience	Interest in IT and technology (personal projects, home computing, or educational experience acceptable) Basic understanding of computer hardware and software Some experience using Windows operating systems and common software applications	Any work experience in an office or educational setting Experience building or repairing computers as a hobby Volunteer work involving technology
Knowledge	Basic computer literacy and confidence using technology Enthusiasm to learn and develop technical skills Good communication skills with ability to interact positively with staff and students Willingness to ask questions and seek guidance	Familiarity with Microsoft Office 365 or Google Workspace Basic understanding of networking concepts

		Experience with helpdesk or ticketing systems Interest in or knowledge of e-safety
Skills & Abilities	Good attention to detail Ability to follow instructions accurately Basic problem-solving abilities	
Personal Qualities	Patient and approachable manner Commitment to safeguarding and promoting the welfare of children Reliable and punctual Positive attitude and willingness to learn Able to work as part of a team Self-motivated with desire to develop a career in IT	

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.