



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



IT Technician - Salary: Single Status Grade 6 - £26,824 - £27,694pa
37 hours per week 52 weeks per year—Required Immediately



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

The Post

We are looking to recruit a Technician who will provide IT support for both the curriculum and the administrative users throughout the College. The post holder will work as part of a team alongside our IT Manager.

The IT Team will also be supported by the Trust Head of IT.

Main tasks will include:

Managing the IT ticket system

Supporting the filtering system, Wi-Fi, CCTV and our telephone system

Support teaching and learning by providing an on-call service to teaching staff throughout the day

To maintain the College's asset register

To support Office 365 throughout the college

Please note that the postholder will be permanently based at St Catherine's College and will work on site. There is not the opportunity for hybrid working with this post.

The Benefits of Working at St Catherine's College Include:

- Local Government Pension Scheme
- A friendly, supportive and caring staff team
- Very well-behaved students who are ambitious, hardworking, resilient, and responsible
- Highly visible, supportive senior leaders
- Excellent career development opportunities
- Subsidised membership to Benenden Private Medical Healthcare
- A fabulous, sociable staff room with complimentary tea and coffee
- Free flu vaccine
- A café that serves at breakfast, break and lunch, using freshly sourced ingredients
- Free parking

"Students and adults thrive in this caring community that celebrates love at its core." (Inspection 2023)

"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful,

Job Description

Post: IT Technician

Grade: Single Status 6

Responsible to: IT Manager

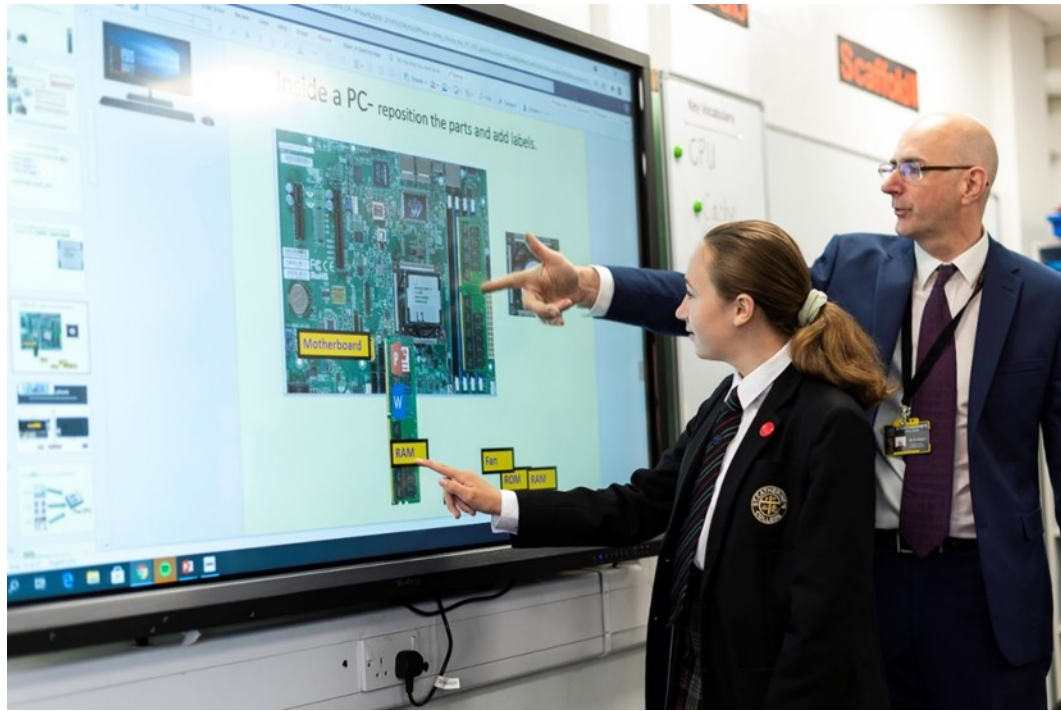
Main Purpose

To provide IT support for both the curriculum and the administrative users throughout the College.

Main Duties and Responsibilities

- To support users with Office 365.
- To support the College's Wi-Fi and filtering system.
- To support teaching and learning by managing the College's ticket system and providing an on-call service to teaching staff throughout the day.
- To assist the IT Manager with purchasing software and hardware for the College.
- To provide technical assistance for out of hours school events.
- To maintain the College's VoIP telephone system and mobiles.
- To maintain the CCTV system.
- To maintain the asset register.
- To support the examinations department with IT technical support and set up.
- To maintain the off-site PC's, internet and phone system within our Motor Vehicle garage.
- To install and maintain network cabling.
- To install and maintain software within the College.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



Person Specification

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good general education, with GCSE's or equivalent in English and Maths 	<ul style="list-style-type: none"> • Suitable IT qualifications
Knowledge and Understanding	<ul style="list-style-type: none"> • Has knowledge of using and working with Microsoft Office 365 	<ul style="list-style-type: none"> • Knowledge of software profiles such as: Active Directory, follow-me-printing or similar systems. • Sharepoint • Network fundamentals
Experience	<ul style="list-style-type: none"> • Have previous experience of working or studying IT. 	<ul style="list-style-type: none"> • Experience of working in a school / college
Skills and Abilities	<ul style="list-style-type: none"> • To be able to remain calm under pressure • A good sense of humour • Ability to work in an organised and methodical manner • Ability to develop efficient record keeping systems • Ability to use initiative and make decisions • Have the ability to deal with unexpected situations • Excellent communication skills • Ability to work under pressure • Ability to organise and prioritise own workload • To establish and maintain positive relationships with all stakeholders • Team player 	

Person Specification continued

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Approachable• Ability to liaise and build positive relationships with all stake holders• Is self motivated and hard working• Possesses enthusiasm, stamina and energy• Commitment to safeguarding and promoting the welfare of children and young people• High standards and attention to detail• To positively promote the college's aims and ethos• Willingness to participate in further training and developmental opportunities• A flexible approach	Excellent health and attendance record

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Friday 29 May 2026**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

