



**Bethany**  
since 1866

Rated 'EXCELLENT' by ISI in 2023

# **IT Technician**

## **40 hours per week**

## **52 weeks per year**

### **The School**

In addition to being a registered charity, Bethany is a co-educational, independent boarding and day school for pupils aged 11-18 years. There are 341 pupils in the School, including 39 boarding pupils. The majority of pupils remain in the School until they are eighteen and most proceed to University. There are 74 pupils in the Sixth Form and the A Level pass rate in 2025 was 98%. The 2025 GCSE pass rate was 94% at 9-4 grade.

Bethany enjoys an ever-growing reputation, both locally and further afield, for the quality of its teaching and pastoral care. As a result, pupil numbers are very buoyant. In recent years the School has undertaken a programme of building development, including the construction of an indoor swimming pool, an extension to the sixth form building as well as a dedicated fitness building. The construction of a purpose-built performing arts centre was completed in September 2024. The Music School was also relocated to central Campus.

The School is a Christian foundation with a strong community life. All members of staff are expected to be in agreement with its Christian values and to attend Chapel with the pupils. The School is well known for its high level of pastoral care for pupils. In addition, it enjoys an international reputation for the education of dyslexic pupils. Class sizes are small, rarely reaching more than eighteen pupils, and considerably less in the Sixth Form.

The School is set in beautiful Kent countryside and the 60-acre campus is spacious and attractive. It lies in the hamlet of Curtisden Green, mid-way between Goudhurst and Marden. Central London is less than an hour's journey from Marden Station, as are Dover and the Channel Tunnel. For a small School, the high standard of sporting success and the extensive games programme are made possible by the expertise and commitment of the teaching staff outside normal lesson time. The Duke of Edinburgh Award Scheme also enjoys remarkable success, as do the Performing Arts.

The School is forward thinking in all aspects of teaching, learning, and curriculum and has created a 10-year vision, Bethany 2026, for its education provision.

In its most recent inspection in 2023, Bethany was judged to be excellent in all respects.

Bethany 2026 is a School, which is:

- Providing an innovative education relevant to the 21st century;
- Encouraging the virtue of learning in young people delivering 21st century learning habits;
- Living our Christian values through excellent pastoral care;
- A flourishing School investing in the future.

Furthermore, the School has a unique philosophy of learning centred on developing excellent learning habits in its pupils to instil in them the 'Virtue of Learning'. All teaching staff are encouraged to undertake their own action-based research through a teacher-led Professional Learning Community model. In recent years the curriculum has been enhanced further and now includes GCSE Dance, and level 3 courses in Economics as well as a T level in Computing. In addition, all full-time staff are provided with a laptop computer and all pupils from Year 7 have their own laptop. This is complemented by a Computing curriculum in Key Stage 3 which includes coding and the opportunity for pupils to develop core computing skills. As a School we make use of Microsoft 365 for supporting teaching and learning and have a number of staff who are Microsoft Innovative Educators.

In September 2025, Bethany retained its Microsoft Showcase status which makes us one of a small number of schools worldwide to have this accolade. Showcase Schools like Bethany create IT rich experiences that inspire lifelong learning, stimulating the development of essential life skills so students are empowered to achieve more. This makes Bethany not just a local school, or a Kent school or even a UK school but a truly global school.

### **General Salary and Conditions**

Reporting to: IT Analyst  
Salary: £28,000 per annum

### **Application**

An application form can be obtained from our [website](#) under About Bethany or by contacting Human Resources on [bethanyschool.org.uk/about-us/staff-vacancies](https://bethanyschool.org.uk/about-us/staff-vacancies)

The post is subject to the receipt of two satisfactory references, completion of a confidential medical questionnaire, and an enhanced Disclosure & Barring Service check.

## IT Technician

### Position Overview:

Direct primary reporting line to IT Systems and Data Manager and secondary reporting line to IT Support Analyst.

### Key Responsibilities:

#### 1. Technical Support:

- Assist IT Support Analyst and IT Support Provider (currently Hurst Technology) in providing timely and professional technical support to departments, staff, and pupils, resolving hardware, software, and network issues.
- Learn to troubleshoot and diagnose technical problems under the guidance of our experienced IT Support Analyst and outsourced IT Support Provider.

#### 2. Device Management:

- Assist in the setup, configuration, and maintenance of computers, printers, telephones, mobiles and other IT equipment across the school campus.
- Learn basic hardware repairs and maintenance tasks.
- Engage in proactive classroom and equipment checks to ensure minimal downtime.

#### 3. Software Support:

- Assist and gain experience in installing, updating, and troubleshooting software applications used by school personnel and pupils.
- Assist in providing training and support to end-users on software usage and best practices.
- Ability to liaise with third-party software support teams to assist in resolving technical issues and ensuring effective system functionality.

#### 4. Network Assistance:

- Learn to assist with basic network administration tasks, such as configuring wireless access points and troubleshooting network connectivity issues.
- Gain exposure to network monitoring tools and protocols under the guidance of our IT Support Analyst and outsourced IT Support Provider.

## 5. Documentation and Learning:

- Create and maintain documentation, user guides, knowledge base articles and asset management to support IT systems and procedures.
- Participate in training sessions and workshops to expand your technical skills and knowledge.

## Essential Requirements:

- Strong proficiency in Mathematics and English, with the ability to communicate effectively and solve complex problems, is essential.
- A strong digital literacy with reasonable proficiency in Office applications.
- Enthusiasm for learning and a proactive attitude towards skill development.
- Be a strong team player.

## Desirable requirements:

Whilst IT is a large field, and training will be provided on the systems in place; some experience in the following is useful but not required:

- Usage of backup solutions.
- An understanding of how a basic network functions.
- Filtering and monitoring platforms often used in schools.
- Active Directory and related tools.
- Intune including win32 app creation and device management.

## Additional Requirements:

- Willingness to work under the guidance of our IT Systems and Data Manager and IT Support Analyst and follow established procedures.
- Commitment to adhering to school policies and maintaining confidentiality in handling sensitive information.
- Availability to work occasional evenings or weekends for scheduled maintenance or special events.
- Ability to manage and prioritise tasks effectively to meet deadlines and support team objectives.