



Application Pack for the Role of
IT Technician or Apprentice
May/June 2026 Start Date

CHEAM | IT Technician or Apprentice



Role Overview

Cheam, a wonderful co-educational prep school on the Berkshire/Hampshire border, is looking for an IT Technician or IT Apprentice to join Cheam as a full time member of its IT department at an exciting time in its growth and evolution.

After a period of significant infrastructure investment, the successful candidate will be a core part of the team responsible for developing and implementing Cheam's IT Services Strategy as part of a cross-school collaborative endeavour to secure our place as the leading preparatory School in the country, and the happiest. The IT Technician or IT Apprentice will work alongside the IT Network Manager who both report to the newly appointed IT Services Manager.

The IT department focus is maintaining a safe, secure and reliable IT platform and related systems that enable the provision of a first-class education and efficient business operation. This role would suit a qualified IT Technician or someone seeking an apprenticeship pathway to becoming an IT Technician, who has a passion for working collaboratively in a fast-paced and friendly environment that makes great things happen. The role would provide first line support to pupils, teaching and operational staff as well as AV support during day-to-day activities and key events such as school performances.

About Cheam School

Cheam was founded in 1645 and is one of the oldest prep schools in the world. Cheam is an IAPS boarding and day school with over 300 pupils, boys and girls from age 3-13 years. Cheam prides itself on its excellent all-round record academically, musically, artistically and on the sports field and is especially highly regarded for its Character education. The facilities are outstanding. On completing their education at Cheam, children move on to the top Public Schools in England, including Eton, Wellington, Marlborough, Radley, Harrow, Winchester, Bradfield and St. Mary's, Calne. The school is non-selective yet achieves consistently high standards academically, through an inspirational and dedicated team of teachers.

Cheam School is situated in a stunning rural location ten minutes from Newbury and fifteen minutes from Basingstoke, just off the A339. It is surrounded by smaller towns and villages from which it draws many of its pupils.

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Key Responsibilities

First Line IT Support

- Serving as the first point of contact for pupils and staff within the school
- Repairing, installing, configuring, and maintaining software and hardware
- Diagnosing and troubleshooting IT issues
- IT maintenance of hardware on site
- Reprographics support
- Manage IT helpdesk
- Monitor key systems, including network and cyber security
- Escalate issues to IT Network Manager or IT Services Manager, as appropriate

Audio Visual Support

- Ensure classroom Audio Visual equipment (projectors, speakers, wireless projection) is maintained and functioning properly.
- Prepare for assemblies, lectures, theatre productions and other events in our main chapel hall, and support the operation of sound and lighting equipment, as required
- Setup and support key presentations and conferencing in other meeting rooms, including the Board Room.
- Setup of Audio equipment for events outdoors as well as in other locations in the school.

And to undertake other reasonable duties from time to time as the school may reasonably require.



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Skills, Qualifications and Experience

- Qualified IT Technician or commitment to achieve similar through an apprenticeship scheme sponsored by the school
- Excellent IT skills including familiarity of a range of information technologies
- Thirst for learning and commitment to ongoing continuing professional development
- Can-do attitude with a willingness to take on additional tasks when necessary
- Problem-solving mindset
- Conscientious approach
- Attention to detail and patience
- Excellent communication and interpersonal skills
- Unswerving commitment to the welfare and safety of pupils
- Commitment to the aims and ethos of the school



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Hours of Work and Salary

Salary will be competitive, according to experience and qualifications.

This is a full-time non-teaching role, working during term time and holidays. Term time hours are usually 7.45am-4.15pm Monday to Friday and 7.45am to 10.00am on Saturdays when the school is open (the school operates an 11-day fortnight which means this is usually every other Saturday). Outside term-time, hours are 08.30am to 4.00am Monday to Friday only. During term time, occasional evening work may be required to meet operational requirements. To accommodate this, flexible working arrangements, TOIL and overtime are therefore available.

For an apprentice, an appropriate proportion of working hours would be dedicated to training and development. As a guide, an apprenticeship leading to a Level 3 qualification (IT Solutions Technician) is expected to take 18 months.

School Holidays and Days Off

Leave entitlement is 20 days paid holiday in each holiday year (between 1 September and 31 August), not including public holidays. Depending on operational requirements, annual leave is normally taken during School holidays. Staff are expected to attend INSET days just before the start of each term and may be required to complete specific training immediately after the end of term.

Benefits

- Generous pension scheme.
- Professional development, including mentoring and a variety of training opportunities.
- School lunches, snacks and refreshments provided during term time.
- Use of the school gym and Cheam's wonderful facilities.
- Wellbeing focus with access to physio, counsellors and regular team socials.
- Free onsite parking



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Working at Cheam

Our staff are Cheam's greatest asset. From the inspiring and experienced teachers to the efficient and friendly support teams, everyone contributes to the special environment at Cheam. It is the perfect place for staff to thrive and grow. We are looking for a candidate who has confidence, integrity, humility, fun and humour and is happy to give their time, expertise, skill and intellect to making Cheam a great place for children and colleagues. At Cheam, we are not only committed to academic excellence but also to the personal growth and character development of each and every pupil. Staff at Cheam are expected to take an active role in helping children reflect upon and grow their characters, using an initiative, the Cheam Diploma, as a platform to guide and support this process.



“It’s a privilege to work in such a beautiful setting, with a brilliant group of colleagues who make coming to work worthwhile.”

“Having worked in a number of schools, when I found Cheam, it felt the most like home. The team, the amazing site and the positive, can-do attitudes are what makes it a great place to work and live.”

“The feeling of camaraderie amongst the staff and being part of the Cheam team. It’s a very special community.”



Click on the logos below to read our wonderful reviews and listings



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How to Apply

To apply, please complete the application form and equal opportunities form found on our website at www.cheamschool.co.uk and please include a covering letter. Unfortunately we are unable to accept applications without a completed application form.

Covering letters and application forms should be submitted via email to Kathryn Hathaway, Head of Compliance and HR to hathawayk@cheamschool.co.uk - alternatively you can post your application to the address below.

Key Dates

- Closing date for applications: Wednesday 6th May 2026 at 5pm.
- Interviews will be held shortly afterwards.
- Start date: asap thereafter, subject to checks and notice period. Ideally May/June 2026.

The school reserves the right to call someone to interview before the application closing date.

Safeguarding, Equality, Diversity and Inclusion

Cheam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We are also committed to a culture of equality, diversity and inclusion. If you believe your personal values would fit with the Cheam values and ethos we would love to hear from you. Whatever your background, if you lead by example, show resilience, kindness and seek always to integrate and share, please get in touch.