



IT technician Moulton Primary School

Associate Head Teacher Welcome

Thank you for your interest in joining Moulton Primary School and for taking the time to explore this opportunity.

We are looking to appoint a dedicated and proactive IT Technician to support our school at an exciting stage in its development. This role will work closely with our Computing Lead to ensure that technology across the school is reliable, effective and supports high-quality teaching and learning.

The successful candidate will play a key role in maintaining and preparing equipment for lessons, providing technical support for staff and pupils and helping to ensure that the school remains up to date with current technological developments. You will also contribute to the ongoing development of our computing strategy, supporting the school in identifying and implementing best-value solutions.

This is a flexible opportunity, with both part-time and full-time hours considered, and the role can be shaped depending on the experience and expertise of the successful candidate. We are equally keen to hear from individuals at different stages of their career, and we are committed to supporting professional development and training.

If you are enthusiastic about technology, enjoy problem-solving, and are keen to make a positive impact in a school environment, we would be delighted to receive your application.

We look forward to hearing from you.

Why Join Moulton Primary School?

Moulton Primary School is a thriving, three-form entry village school with a strong reputation for providing a high-quality education in a caring and supportive environment. By joining Moulton, you will become part of a well-established and welcoming team that values collaboration, professional development, and the wellbeing of both staff and pupils.

Our staff work together closely within year groups and phases, benefiting from a strong support network that includes dedicated Senior Leaders, Year Group Leads, teachers, and support staff. This collaborative approach ensures that no one works in isolation and that colleagues at every stage of their career feel supported and empowered to succeed.

We are proud of the rich opportunities we offer our children beyond the classroom. Our extensive programme of extra-curricular activities includes a wide range of sporting, musical, and enrichment experiences that encourage pupils to develop their talents, interests, and confidence.

The school is entering an exciting period of regeneration, with significant investment in our facilities. Ongoing refurbishment projects will create dedicated communal spaces for intervention work and specialist subject teaching, while a newly designed reception area will provide a warm and welcoming environment for staff, pupils, families, and visitors alike.

Set within attractive and well-maintained grounds, the school benefits from extensive outdoor spaces, including a recently installed trim trail, running track, and generous playground areas that support both learning and wellbeing.

Above all, Moulton is a school filled with fantastic children who are eager to learn and proud of their school community. Our evolving pastoral team works closely with staff, pupils, and families to ensure that support is available whenever it is needed, helping every child to thrive.

This is an exciting opportunity to join a school that combines strong community values with ambitious plans for the future, making Moulton a rewarding place to build and develop your career.

Job Description



Job Title: IT Technician

Reports to: Computing Lead Teacher/Head Teacher

Salary: Dependent on experience

Hours: Part-time or Full-time (negotiable)

Contract Type: Permanent

Location: Moulton Primary School

Purpose of the Role

To support the effective use of technology across the school by ensuring that all IT systems, devices, and resources are maintained, reliable, and ready for use in teaching and learning. The post holder will work closely with the Computing Lead to support the development and implementation of the school's computing strategy, ensuring best value and keeping the school up to date with current technological developments.

Key Responsibilities

- Provide day-to-day technical support for staff and pupils across the school;
- Ensure all classroom technology and devices are prepared, maintained, and fully functioning for lessons;
- Troubleshoot and resolve hardware, software and network issues in a timely manner;

- Support the Computing Lead in developing and implementing the school's computing and digital strategy;
- Research and recommend cost-effective technology solutions, ensuring best value for the school;
- Assist with the installation, configuration, and maintenance of IT equipment, including laptops, tablets, interactive boards and printers;
- Maintain and monitor the school's network, systems and security, including user accounts and access permissions;
- Provide technical support during lessons where required, supporting staff and enhancing pupil learning experiences;
- Ensure systems and software are up to date and compliant with relevant requirements;
- Maintain an accurate inventory of IT equipment and resources;
- Support the safe use of technology, including online safety practices in line with school policies;
- Work collaboratively with staff to support the integration of technology into teaching and learning;
- Assist in training staff where appropriate in the use of software, systems, or new technologies;
- Liaise with external IT providers where necessary;
- Contribute to the wider life of the school and support school events where technology is required;
- Uphold and promote safeguarding, data protection, and health and safety policies at all times.

Person Specification



Qualifications and Training

Essential:

- GCSEs (or equivalent) in English and Mathematics
- Relevant IT qualification (e.g. Level 2/3 IT, Computing, or equivalent experience)

Desirable:

- Degree or higher qualification in IT, Computing, or related field
- Relevant technical certifications (e.g. Microsoft, Google, networking)

Experience

Essential:

- Experience of providing IT support in a professional environment
- Experience of troubleshooting hardware and software issues
- Experience of working with a range of IT systems and devices

Desirable:

- Experience working in a school or educational setting
- Experience supporting classroom technology (e.g. interactive whiteboards, tablets)
- Experience of managing networks or IT systems

- Experience of supporting or contributing to an IT strategy

Knowledge and Understanding

Essential:

- Good understanding of IT systems, hardware, and software
- Knowledge of network basics and system maintenance
- Understanding of data protection and cybersecurity principles
- Awareness of safeguarding and online safety

Desirable:

- Knowledge of education-based platforms and systems (e.g. MIS, Google Workspace, Microsoft 365)
- Understanding of emerging technologies in education
- Knowledge of procurement and best-value approaches in IT

Skills and Abilities

Essential:

- Strong problem-solving and troubleshooting skills
- Ability to prioritise and manage workload effectively
- Good communication skills, with the ability to explain technical issues clearly to non-technical staff
- Ability to work both independently and as part of a team
- Strong organisational skills and attention to detail

Personal Qualities

- Enthusiastic and proactive approach to work
- Commitment to supporting teaching and learning through technology
- Flexible and adaptable
- Reliable and professional
- Commitment to continuous professional development

Other Requirements

- Commitment to safeguarding and promoting the welfare of children
- Willingness to undertake relevant training
- Suitability to work with children (subject to enhanced DBS check)

Useful information



We encourage all applicants to make a school visit before the closing date. This can be arranged by contacting hr@moultonprimaryschool.co.uk

Applications

Please complete the application form which is available online.

Pay scale

The pay scale for this role is negotiable depending on experience.

Start date

September 2026.

Closing date

Applications must be received by 12 noon on 19th June 2026. Please complete your application via the online link

Shortlisting and Interviews

Shortlisted candidates will be contacted by 5pm on 22nd June 2026 with interviews planned for 24th June 2026.

We reserve the right to withdraw this advert prior to the closing date should a suitable candidate be found.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and safer recruitment practice. Where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. This post is therefore exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions order 1975, 2013 and 2020.

All applicants must be able to provide evidence of their 'Right to Work' in the UK prior to commencement of employment. Appointments will also be subject to satisfactory outcomes of our Safer Recruitment practices including satisfactory references (which will be requested prior to interview for short-listed candidates), an enhanced DBS check and the completion of a medical questionnaire.