



# ICT Technician

## Information for Applicants

### November 2025







# Contents

1. About Cavendish Education Trust
2. Letter from Peter Marchant - Chief Executive Officer
3. About Cavendish School
4. Staff Wellbeing
5. Job Description
6. Person Specification
7. Staff Testimonials
8. How to Apply

Cavendish School  
Eldon Road  
Eastbourne  
BN21 1UE

01323 731340

[www.cavendish.cet.uk](http://www.cavendish.cet.uk)  
[www.cet.uk](http://www.cet.uk)

Facebook: @TheCavendishSch  
Instagram: @TheCavendishSch



# About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



# Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

*Peter Marchant*

Chief Executive Officer (CEO)



# About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"





# Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





## **JOB DESCRIPTION 1/2**

<b>JOB TITLE</b>	ICT Technician
<b>GRADE</b>	Single Status Grade 3/4
<b>RESPONSIBLE TO</b>	Director of ICT

### **JOB PURPOSE**

To provide an efficient and effective ICT support service to all staff and pupils across the Trust.

### **KEY TASKS**

1. To provide prioritised technical support and advice as required across the trust including the creation and maintenance of accounts and user permissions.
2. To install and test new ICT equipment and networks, including hardware, peripherals, and software according to manufacturer instructions. Be aware of security and safeguarding issues.
3. To diagnose and resolve basic network, software and hardware faults, and perform maintenance repairs and upgrades.
4. Respond to day to day support and advice including;
  - ICT helpdesk requests (pupil and staff support with IT issues);
  - checks and cleaning of equipment;
  - priority tasks as required by the Director of ICT or Senior Leadership Team.
5. To contribute to the work of the team under supervision, in the delivery of projects and support as required including ICT security and efficient use of resources.
6. To support and administer ICT Health and Safety (eg DSE support and monitoring) and audit checks including asset lists, warranties and licences
7. Support the ICT equipment and resource stocks as directed.
8. Support with recording and editing videos for school events
9. Support ICT in other schools as required, covering general ICT issues and ability to support via remote access.
10. Work as part of the ICT team to develop ideas and processes to ensure the security and integrity of the ICT systems are maintained.
11. To assist in supporting reprographics and help school colleagues when required.



## JOB DESCRIPTION 2/2

### GENERAL TASKS

- To perform such other tasks as may reasonably be required by the Director of ICT or Senior Leadership Team.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands
- To undertake available training opportunities and demonstrate a commitment to continuous development.
- Maintain a tidy and professional working environment and provide a good customer service
- To carry out the above duties in accordance with the Trust's Policies and Guidelines.

### Addendum for progression to SS4;

1. Significant ICT skills for the support and installation of computer hardware, networks operating systems, software, printers and other peripheral equipment.
2. Ability to resolve most faults independently
3. Ability to undertake stock control and ordering
4. Detailed knowledge of ICT technologies, both hardware and software including fault identification and resolution
5. Experience of providing ICT support.

*This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust 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. The priorities for each year will be reviewed against this job description annually through performance management meetings.*

*Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

**PERSON SPECIFICATION**  
**ICT Technician**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE grade 'C' (or equivalent) in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification in ICT or equivalent ICT experience</li> </ul>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good communication and inter-personal skills.</li> <li>Able to communicate clearly to make themselves be understood to staff, pupils and other colleagues</li> <li>Ability to prioritise own workload and work as part of a team</li> <li>Analytical thinker and ability to act on own initiative as well as prioritise own workload</li> </ul>	<ul style="list-style-type: none"> <li>Significant ICT skills for the support and installation of computer hardware, networks operating systems, software, printers and other peripheral equipment.</li> <li>Ability to resolve most faults independently</li> <li>Videoring and editing</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Understand the ICT context of working in the educational sector and providing ICT support for staff and pupils</li> <li>Experience of working with colleagues and customers</li> <li>Knowledge of ICT, both hardware and software.</li> <li>PC office/google systems skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of ICT support</li> <li>Knowledge of ICT Health &amp; Safety matters</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Customer focussed and good communication skills</li> <li>Good interpersonal skills including use of tact and sensitivity</li> <li>Commitment to working as a positive and constructive team member and meet deadlines</li> <li>Full driving licence to enable mobility if supporting other schools</li> </ul>	
<b>Other</b>		



# Staff Testimonials

*From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.*

**- Primary Teacher**

*Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.*

**- Secondary Teacher**

*The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.*

**- Teaching Assistant**



# How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

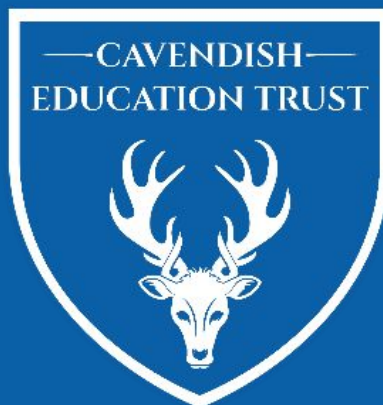
If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email [hr@cet.uk](mailto:hr@cet.uk)





# Cavendish School

Eldon Road, Eastbourne, BN21 1UE

Email: [office@cavendish.cet.uk](mailto:office@cavendish.cet.uk)

Telephone: 01323 731340

