



Post Title:	Apprentice IT Technician
Bohunt School Worthing is a vibrant and forward-thinking school where technology plays a central role in teaching, learning and operations. As an IT Apprentice, you will work closely with the School IT Team to provide first-line technical support to staff and students whilst developing the knowledge, skills and experience required for a successful career in IT. This apprenticeship provides hands-on experience supporting a modern educational technology environment, with opportunities to work with a range of hardware, software and network systems whilst undertaking professional development and technical training.	
Hours:	37 hours per week, 52 weeks of the year.
Reporting to:	Harry Smallbone – IT Manager
Working closely with:	Director of IT, Schools Leadership Team and School IT Team
Location:	Bohunt Worthing
Key colleagues:	The post-holder should expect to liaise closely with the Director of IT, Schools Leadership Team and School IT Team
Salary:	£25,025 per annum
Purpose:	The role of the Apprentice IT Technician is to: • Provide first-line technical support to staff and students throughout the school day. • Assist with the maintenance and repair of school ICT equipment and systems. • Support the delivery of a secure, reliable and effective ICT environment for teaching, learning and administration. • Develop practical ICT skills and knowledge through workplace learning and formal training. • Contribute to the effective operation and development of the school's technology infrastructure. • Deliver excellent customer service while supporting staff, students and visitors with technology-related issues.
Key Responsibilities:	
Responsibilities	• Provide first-line IT support to staff and students, delivering excellent customer service and resolving technical issues in a timely manner. • Assist in maintaining the school's ICT systems, devices, software, and network infrastructure to ensure a reliable and effective technology environment. • Support the installation, configuration, maintenance, and repair of ICT equipment across the school. • Work with the School IT Team to troubleshoot hardware, software, network, and user account issues, escalating where appropriate.

	● Assist in the management of ICT assets, equipment inventories, software licensing, and stock control processes. ● Support the administration of user accounts, access permissions, and digital systems used by staff and students. ● Help ensure ICT systems remain secure, compliant, and aligned with safeguarding, data protection, and cybersecurity requirements. ● Maintain accurate records of support activities, equipment, and technical documentation. ● Work collaboratively with colleagues, suppliers, and external support partners to maintain high levels of ICT service delivery. ● Participate fully in apprenticeship training, professional development activities, and school initiatives to develop technical knowledge and practical skills.
Qualities	● Strong interest in IT and technology. ● Good communication and customer service skills. ● Ability to solve problems and troubleshoot effectively. ● Well organised, reliable, and able to manage priorities. ● Ability to work independently and as part of a team. ● Willingness to learn and develop new technical skills. ● Professional, approachable, and able to build positive relationships with staff and students. ● Ability to maintain confidentiality and professionalism at all times. ● Commitment to safeguarding, health and safety, and supporting the school community.
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and a flexible attitude to work is essential to succeed	

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships

