

# ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts and Science

## I.T. Technician

Full-time, 37 hours per week – 8.00am – 4.00pm

Start January 2026

Salary Scale: 5 – 6 (£25,583 - £25,989)

**Looking for all I.T. enthusiasts! We are seeking an I.T. Technician to join our busy I.T. team to support both staff and students within our school community.**

This role would be suitable to a college/university leaver or an applicant who has previous experience within the I.T. field. It is desirable that the applicant has knowledge of Microsoft operating systems (10 & 11), be familiar with upgrading software, dealing with malware, setting up new users, projecting presentations onscreen for school events, amongst other things. You must be flexible as you will occasionally be asked to support certain extra-curricular events i.e. setting up lighting, sound and music for evening events such as school productions and concerts. Experience within a school setting would be advantageous but not essential.

The applicant should be proactive, have good communication skills, be a team player but also be able to work on their own initiative.

St Bernard's High School is a Catholic girl's school from Years 7-11 with a co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day to day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard's welcome applications from those of all faiths or none.

**Please complete a non-teaching application form which can be found on our website under School Information/Vacancies, and email it to [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk). Please note that CVs will not be accepted.**

**Closing Date: 5 January 2026, 9.00am**

**Interviews: w/c 5 January or 12 January 2026**

*We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

Please contact the HR department for further information on [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk)

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*