

# IT Technician

## January 2026



# Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

# The role

Haileybury are currently seeking a dedicated IT Technician to join our supportive and friendly team.

This is an exciting, hands-on role at the heart of the School's busy events programme. You will play a key part in delivering high-quality AV and technical support for a wide range of school events and meetings, while also providing first-line IT support to pupils and staff.

This is a permanent, full-time position working 37.5 hours per week, Monday to Friday, with occasional weekend work required to support the School's operational needs.

The position would particularly suit someone with technical aptitude who enjoys being "on the ground" making things work - from live sound and projection through to helping pupils and staff with their devices.

As part of the IT Helpdesk, you will be a friendly and approachable presence, helping to ensure that the School's technology and events run smoothly and to a high standard.

You will benefit from professional development, including training on our AV systems, IT platforms and processes. There is the opportunity to learn from experienced colleagues within a friendly, collaborative IT Department with a strong service ethos.

The IT Technician will report directly to the IT Manager.



# Responsibilities

## Events / AV

- Provide AV support for school events and meetings, including the delivery, setup, operation and dismantling of projection, sound and public address systems.
- Support live events by preparing and assisting with presentations, testing microphones and managing recordings.
- Provide AV support for some out-of-hours and weekend events as part of a rota.
- Create clear user guides and short videos to help staff use AV equipment confidently.
- Instruct and support users in the effective use of AV equipment and systems.

## IT Customer Service

- Provide email, telephone and face-to-face IT support for staff, pupils, parents, Governors and guests.
- Log and manage all requests through the IT Helpdesk system.
- Support, maintain and deploy IT and AV hardware (including iPads, MacBooks, PCs, laptops, Chromebooks, projectors and related peripherals).
- Troubleshoot software, hardware and network issues, logging faults with warranty providers where appropriate.

- Assist with software queries and maintain working knowledge of key systems including Microsoft Windows, Apple devices, Google Workspace, Microsoft Office and other core platforms.
- Participate in the weekend cover rota as required.
- Support of printing facilities and management of consumables.

## Administrative duties

- Ensure all work, configurations and incidents are accurately documented and kept up to date.
- Stay informed about relevant technologies, procedures and regulatory requirements.
- Contribute to the design, implementation and ongoing review of efficient working systems within the department.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



# Person specification

## Qualifications

### Essential

- A good standard of education (A Level or equivalent)

### Desirable

- A relevant degree or related qualification
- Valid UK driving licence

## Knowledge, Skills and Experience

### Essential

- Experience within a similar role
- Strong level of computer literacy and working knowledge of Windows, Apple, Microsoft and Google
- Highly organised with the ability to prioritise work to deadlines efficiently and effectively
- Excellent communication skills across all levels of stakeholders
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Resourceful and flexible with the ability to adapt to change

### Desirable

- Experience of working in a school or other educational environment
- Experience of using and maintaining projectors

## Personal Attributes

- Enthusiastic with the desire to learn
- Confident, self-motivated and proactive
- Honest and reliable



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **12 noon on Friday 23 January 2026**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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