



MULTI ACADEMY TRUST

STATION ROAD KNOWLE SOLIHULL B93 0PT
01564 773 348
WWW.ARDEN.SOLIHULL.SCH.UK

IT Network Manager (Secondary School)

Henley in Arden School

We have an opportunity for a suitably qualified, committed and self-motivated IT professional to lead the IT Support department at Henley School, a small, friendly secondary school in rural Warwickshire. The school is located within easy travelling distance from Warwick, Stratford Upon Avon, Redditch and Solihull. The postholder will provide a range of technical and general ICT support to staff and students within the school. The successful candidate will work closely with the Trust Network Manager to ensure that a professional ICT service is provided to the staff and students at the school.

Start Date: asap
Contract: Permanent post, Full Time (37 hours per week), Monday to Friday, 8:00am – 4.00pm
Salary: Band E, Salary Range £33,820 to £39,493 per annum

Arden Multi Academy Trust is a family of secondary schools comprising of Arden Academy (Knowle), Lode Heath School (Solihull), Henley in Arden School (Henley) and Park Hall Academy (Castle Bromwich).

As a Trust we truly value the success of every child and we place the sharing of excellent education practice at the core of our values. Trust operates from its hub in Knowle, to the south of Solihull.

This successful candidate will be responsible for managing the department to support the maintenance of all IT, such as door control and CCTV monitoring equipment, telephone system and the provision of technical advice and support for IT curriculum related activities, together with in house development and support for teaching and learning.

The successful candidate will work as part of a team to:

Provide technical IT support to staff and students

Install new software and hardware and deliver hardware and resources to work areas and classrooms and work with the Trust Network Manager in creating a structured approach to rolling out our new hardware or software, including procurement, testing and assessing the needs of user training.

Manage the Active Directory; maintain email filtering and manage the internet gateway.

Detect, diagnose and resolve PC, printer, peripheral and software errors, assisting students and staff when required

Perform routine checks on PCs, printers, projectors/ sound and repair when required

In conjunction with the leadership team, maintain the school website, electronic visitor system, CCTV system.

Attend key events eg..Open Evenings, Presentation Evening to provide technical support as required

Provide support to other members of the IT Team

In return we can offer you:

Local Government Pension Scheme

Cycle to Work scheme

A positive and innovative working environment, working as part of a great team

Access to high quality continuing professional development and the opportunity for personal growth and development

A Senior Leadership team who is committed to promoting the best environment and outcomes for staff and students

We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the academy's application form will be accepted. Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all Staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Further information including the job description and person specification can be found at <https://www.ardenmat.org.uk/careers/>

Application forms should be completed in full and sent, along with letter of application, to HR Department, Arden Multi Academy Trust, Station Road, Knowle, Solihull B93 0PT or by email to: office@arden.solihull.sch.uk

Closing Date: Monday 9th January 2023 (9:00am)