



November 2017

Dear Applicant,

## VACANCY FOR NETWORK MANAGER

Thank you for your enquiry about our vacancy for a Network Manager. I am enclosing an application form, job description and person specification together with some general information about the school.

The Network Manager will motivate, lead and manage a committed team of ICT & Reprographic Technicians. We expect the person appointed therefore to have well developed interpersonal skills and to be enthusiastic, forward thinking and inspiring. The job holder will be responsible for managing and controlling all technical aspects of the school's installation, configuration, security, operation, maintenance and development of ICT hardware, software and network infrastructure. S/he will also play a significant role in getting the school ready for the General Data Protection Regulations (GDPR). This is an exciting opportunity and a crucial role for the school and we are seeking to appoint an individual who is passionate about ICT and who can demonstrate a clear, analytical and logical approach to problem solving. The ideal candidate will be a well organised person with excellent communication skills at all levels as well as the technical competence required for this role as outlined in the job description and person specification.

You will be joining a hardworking and supportive team which has a strong collegiate atmosphere and we offer a full programme of induction and support to all colleagues who join us.

With regard to conditions of service, the post will be full time, 37 hours per week and 52 weeks per year. The normal working hours will be from 08.00am until 4.00pm, Monday to Thursday and 08.00am-3.30pm Friday with a half hour unpaid lunch break, though the nature of the role requires flexibility at key times.

The holidays for this post are such that they can be taken either during term time or during the school holidays, however, there are certain dates in the school calendar in which holidays are unable to be taken which will be advised on appointment.

The salary for this post is (Grade L, scale points 37-40, £32,486-£35,444 per annum). Starting at scale (point 37, £32,486 per annum, £16.83 per hour).

We would like the successful candidate to be able to start work as soon as possible.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition, all applicants must provide two references, including one from a present or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

**Headteacher:** Neil Spurdell BSc (Hons)

**Tel:** 01249 766020 **Fax:** 01249 766030

**Email:** admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk

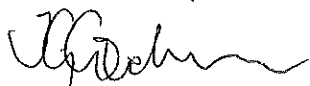


Sheldon is a great school. I am continually impressed by the positivity of the staff and the atmosphere around the school that is overwhelmingly happy and shows our students to be enjoying their learning in a thriving environment. It's simply a pleasure to come to work each day. I think you will find staff will say the same to you were you to ask them.

Fuller details are included to outline the all-round offer, but please also take the time to look at what happens in the school day-to-day by visiting our website. I hope that, having read the information, you will be keen to apply.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application, which must be returned to Kirsa Edwards, HR Adviser, by midday on **11<sup>th</sup> December 2017**. We would hope to interview by the **20<sup>th</sup> December 2017** so if you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, I thank you for your interest in Sheldon School and wish you success in your future career.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Couchman', with a stylized, flowing script.

James Couchman  
Business Manager