

<b>Post title:</b>	ICT Systems Officer
<b>Salary and grade:</b>	£27,905 - £30,507 - Full-Time
<b>FTE</b>	37 hours (52 weeks per year) Permanent
<b>Line manager/s:</b>	Strategic ICT & Information Governance Lead
<b>Head Office:</b>	Nexus HQ, 1 <sup>st</sup> floor Unit A06, Magna 34 Business Park, Temple Road, Rotherham S60 1FG

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This is a full-time permanent contract working 37 hours per week, 52 weeks per year and will include a minimum starting holiday entitlement of 29 days to be taken in line with service priorities, plus bank holiday entitlement.

Nexus Multi Academy Trust is an innovative and forward thinking Trust operating across South Yorkshire. We are excited to be seeking an energetic and customer focused ICT Systems Officer to support the maintenance and development of the ICT infrastructure, culture and growth within our academies. Reporting into the Strategic ICT & Information Governance Lead, this is a great opportunity for someone with proven experience in a similar role or has the competencies to transfer their skills from the corporate or private sector.

The role will be assigned as ICT Systems Officer for our brand new academy, located in Doncaster, which is planned to open in the autumn of 2020. The role will also provide ICT support for the central Trust team.

The successful applicant will be an integral part of the ICT Team, providing day to day maintenance and support in the use of ICT facilities to teachers, support staff and students and in addition, manage and implement operational change within the Trusts ICT landscape as directed by the Information governance lead.

The post holder will be required to contribute to the continual service improvement of the ICT service and provide support and advice to members of the wider ICT Team. The post holder will promote the highest standards of customer service ensuring the most effective use of resources are employed in supporting the Schools and Trust objectives.

We are looking for someone who has proven experience in Microsoft server technologies, Microsoft/Apple desktop and software support. Knowledge of networking, wireless solutions, Website admin and in addition, mobile technologies is an essential requirement. The successful applicant will have good communication skills, solid technical knowledge, be adaptable and have the ability to work as part of a team.

We welcome applicants from all backgrounds. If you are looking to take the next step in your ICT career or have previous experience of working in a similar role we would like to hear from you.

We have the privilege of working with wonderful children and families every single day, and our responsibility to them is our utmost priority. A proactive and innovative attitude and the ability to work under pressure with changing priorities are also essential for this challenging and exciting role.

NB: Use of own vehicle is required as attendance at locations across the Trust's schools will be required in line with the post holder's duties.

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful applicant.

For more information about the role or to arrange a visit, please contact Ian Burns, Strategic ICT & Information Governance Lead, at [iburns@nexusmat.org](mailto:iburns@nexusmat.org) or Tel: 01709 257277. More information about the Trust can be found at [www.nexusmat.org](http://www.nexusmat.org)

To access the Job Profile, Person Specification and application form, please download the documents attached on this page or alternatively visit our vacancies page <http://nexusmat.org/index.php/joining-us/vacancies/>

Completed application forms must be submitted to [iburns@nexusmat.org](mailto:iburns@nexusmat.org)

Closing date: 8<sup>th</sup> of July 2020 at midnight

Shortlisting: 10<sup>th</sup> July 2020

Interviews: 20-21<sup>st</sup> July 2020 (candidate interviews will be one day only)