Supporting Practical Science, D&T and Art

-in schools and colleges

IT systems and user support manager, CLEAPSS

Thank you for your interest in the above post.

The application pack includes:

- An application form
- A short note about CLEAPSS and its work
- A copy of the guide to CLEAPSS services G001
- A job description for the post of IT systems and user support manager
- A person spec for the role of IT systems and user support manager

CLEAPSS is not looking for a particular suite of formal qualifications, but will expect the candidate to have a proven track record demonstrating the skills and abilities needed to undertake the role.

The successful candidate will be part of the CLEAPSS management team, providing input on all matters relating to the use of IT in the business. They will work closely with the CLEAPSS IT developer on the successful implementation of bespoke IT solutions across the organisation.

CLEAPSS is a small organisation with a wide reach (21,000 schools and colleges across England, Wales and NI are members) so a flexible approach to the role and a willingness to learn new skills and undertake new tasks is essential. Training and support will be given as necessary.

This is a full-time, permanent role based at the CLEAPSS offices in Chesham. There is some flexibility around start and finish times as well as the option, where appropriate, of remote working on one day each week. The working pattern must cover 5 days (Monday to Friday) each week. The salary will be in the range £41,496 - £43,516 and includes membership of the local government pension scheme.

Completed application forms should reach CLEAPSS by **5pm Monday 8th April**

Interviews will be held at CLEAPSS, Chesham on **Tuesday 16th April**

If you wish to have an informal conversation about the role or about what CLEAPSS does please ring CLEAPSS on 01895 251496 and ask to speak to the Director, Steve Jones.

I look forward to hearing from you.

Steve Jones

Director