SYSTEMS & NETWORK ADMINISTRATOR

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

The College is seeking to recruit a Systems and Network Administrator to join our IT Services team. We are looking for an enthusiastic and customer focused person with excellent knowledge of the Microsoft stack including the desktop and server versions of Microsoft Windows and its infrastructure components of Active Directory and other Microsoft networking technologies. The college makes full use of Microsoft 365 and Office 365.

The IT Services department is committed to providing excellent technical support to both students and staff. The ideal candidate will collaborate with another systems and network administrator together which the IT Services Manager and our Senior Technician and IT Technician colleagues, to oversee the college's IT infrastructure. This includes managing both onsite and cloud platforms, conducting troubleshooting and maintenance tasks, as well as coordinating with suppliers for upgrades. We are seeking a candidate who can contribute in a professional and approachable manner, possessing excellent planning, organizational, and communication abilities. The role is expected to involve work across both College Campuses, University Road and Regent Road.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a permanent, full-time all year round post **commencing as soon as possible,** with a competitive salary on the SFCA support pay spine

The salary banding for this post will be 19 – 22 which ranges from £33,325 to £36,417 per annum. The actual starting salary for this post is £33,325 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes:-

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Monday 28th July 2024.**

Interviews will be held on **Wednesday 7th August 2024**. Full details will be emailed out to shortlisted candidates.

Please return all completed application documentation via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.

Paul Wilson
Principal