

Digital Content & IT Systems Administrator

Full-Time 37 Hours a week

Full Time Salary: LGA Pay Scale 6 Point 12 (currently £25,927 - £27,514).

The hours of work are Monday to Thursday 7:30am to 3:30pm and Friday from 7.30am to 3.00pm.

Patcham High School is an 11–16 comprehensive school of 1100 students, situated on the northern outskirts of Brighton, very close to the old village of Patcham. The school is rated 'Good' by Ofsted and we are in an exciting phase of development to become 'Outstanding'. We are known for our innovative approach and we value CPD very highly.

This is an exciting opportunity for a Digital Content & IT Systems Administrator to join our dedicated & dynamic IT Support Department. The role consists of supporting the IT systems at Patcham High School as well as looking after the digital marketing solutions on site. The successful candidate will be the primary internal contact for content, design and development of the School website and updating of all school social media platforms. This to include the production of media content / graphics for marketing purposes.

Please refer to Job Description and Person Specification for further details of what this role entails, which can be found by following the link to our website.

To apply please download and complete our application form (CVs alone are not acceptable)

<https://www.patchamhigh.brighton-hove.sch.uk/schoolinformation/vacancies/>

and email to Elise Holmes, Headteacher's PA dbonner@patchamhigh.org.uk. If you have any questions please contact Mrs Bonner, either by email or by telephone 01273 503908 ext. 213.

Patcham High 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 subject to an Enhanced DBS Check.

Brighton & Hove Schools – Taking Action for Equality

We welcome applications from all parts of our community as we aspire to have a staff body that matches the social and cultural diversity of our student intake. We are open to flexible working.

We reserve the right to interview on application should a suitable candidate become available and we have the right to withdraw this advert prior to the closing date.

Please apply as soon as possible.