

SERVICE CO-ORDINATION MANAGER

Carisbrooke College, Mountbatten Drive, Newport, Isle of Wight, PO30 5QU

Executive Headteacher / Head of School: Matthew Parr-Burman

Tel: 01983 524651 Email: carisbrooke@iwef.org.uk Web: www.carisbrooke.iow.sch.uk

Medina College, Fairlee Road, Newport, Isle of Wight, PO30 2DX

Deputy Executive Headteacher / Head of School: Karen Begley

Tel: 01983 526523 Email: medina@iwef.org.uk Web: www.medina.iow.sch.uk

The Island VI Form, Upper St James Street, Newport, Isle of Wight, PO30 1LJ

Deputy Headteacher / Head of School: David Mumford

Tel: 01983 522886 Email: viform@iwef.org.uk Web: www.iiviformcampus.org.uk

Salary: Scale 6 £24,313 to £26,317 per annum

Hours: 37 per week, 52 weeks per year

Permanent contract

The Isle of Wight Education Federation was established to harness the very best education practice within two large secondary schools and a large A Level sixth-form centre of almost 500 students, to create a culture of continual improvement with increasingly successful outcomes for young people across the Island.

The Federation comprises Carisbrooke College, Medina College and The Island VI Form and candidates should, therefore, be prepared to work across the three sites as necessary. Appropriate vehicle business insurance will therefore be required.

The Governing Board of the Isle of Wight Education Federation is now seeking to appoint a Service Coordination Manager, who, under the direction of the Director of Facilities and ICT, oversee the efficient operation of the helpdesk team to ensure effective service delivery against Service Level Agreements both within and beyond the Federation, whilst ensuring legal compliance through the monitoring of statutory maintenance requirements and procurement of external services.

You should have an excellent level of ICT technical knowledge, be able to work on your own initiative and have a high level of accuracy and attention to detail. A friendly, customer focussed disposition is essential, as is the requirement to professionally co-ordinate and organise work whilst under pressure.

We believe that this role offers the successful candidates the chance to make a significant difference and it will help us to continue on our upward trajectory.

The Colleges are fast-paced, fun and caring environments in which to work and there are excellent opportunities for personal and professional growth and development. If you feel you have what it takes to be part of our dynamic team, we would be delighted to hear from you.

For further information and an application pack, please visit our website at www.iif.org.uk. Completed applications should be submitted to HR@iwef.org.uk. Please note that we cannot accept applications which are not submitted on the official application forms and we do not accept CVs under any circumstances.

The Governing Board of the Isle of Wight Education Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The Governing Board of the Isle of Wight Education Federation is an equal opportunities employer and welcomes applications from all sections of the community.

Please note that the Governing Body of an Aided or a Foundation School is the employer

Closing date: 9am, Friday 3rd April 2020

Interviews: TBC