

ADVERTISEMENT

IT Support and Development Coordinator

NJE Grade 5 Full time

£29093 per annum

Are you enthusiastic about technology, value relationships and inclusivity with a passion for supporting young people with complex needs to thrive? Newark Orchard School leadership team are seeking an innovative and dedicated IT support and development coordinator to join our busy team full time.

About Us

Newark Orchard School is a successful special school committed to providing outstanding education for children and young people aged 3-19 with a range of moderate to severe complex needs and autism spectrum disorders (ASD). We take a trauma-informed approach to education, ensuring that every student feels safe, valued, and empowered to succeed. Our shared vision of excellence, core values of compassion, inclusion, and high expectations underpin everything we do, so Together we Thrive.

We are looking for an IT support and development coordinator who has outstanding communication skills to promote the use of and implement new technology in school. The ideal candidate will have experience of working in a technology focused role, ideally within education and must have a minimum NVQ level 3 qualification with an information technology focus. You will work with all stakeholders to create a safe digital environment, use policy to inform practice and have extensive knowledge of hardware, software and applications used within an education environment. You will need to be creative and patient in your approach to training others, enjoy problem solving, work within a budget and have exceptional time management skills. The role will help inform school improvement and be key in promoting change across our digital landscape.

Working hours will be 37 per week as 8.00am -4.00pm with 36 minutes unpaid lunch break, Monday to Friday.

What We Offer

- A committed, proactive and supportive team
- Opportunity to make a difference in a Good school rated by Ofsted
- CPD and training opportunities
- Access to wellbeing services
- A well-resourced new school building with facilities to support a variety of learning needs
- The chance to work in a values-driven environment that recognises and nurtures your contributions.

How to Apply

Newark Orchard School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, it expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the Disclosure & Barring Service.

Application forms can be downloaded from our school website and returned to

reception@newarkorchard.notts.sch.uk. Closing date for applications is Wednesday 23 July 2025 at 12.00noon and interviews will take place on Monday 28 July 2025.