Westbourne House School
CHICHESTER

IT NETWORK MANAGER

Required for January 2026

We are seeking to appoint an enthusisastic, skilled and forward-thinking IT Network Manager to manage, support and develop the IT infrastructure within the School.

This is an exciting opportunity for an experienced IT professional to play a key role in the continued development of technology across the School. You will be responsible for the day-to-day management, maintenance and development of the School's network, systems and IT services, ensuring staff and pupils benefit from reliable, secure and effective technology.

Key responsbilities include:

- Managing and maintaining the school's network infrastructure, servers, wired and wireless networks.
- Providing 1st, 2nd and 3rd line technical support to staff.
- Administering Microsoft 365 and Google Workspace environments.
- Managing backups, disaster recovery and cybersecurity systems.
- Supporting safeguarding systems, including web filtering and network monitoring.
- Advising on and procuring IT equipment, licences and support contracts.
- Managing relationships with external IT suppliers and service providers.
- Contributing to the strategic development of IT across the School.

About you

- Have strong experience in IT network and infrastructure management.
- Be confident supporting Windows-based environments and cloud platforms.
- Possess excellent troubleshooting and problem-solving skills.

- Be able to communicate technical information clearly to non-technical users.
- Have experience managing suppliers, contracts and IT procurement.
- Be proactive, organised and committed to delivering excellent customer service.
- Be keen to contribute to the wider life and future development of the School.

Experience within the education sector would be advantageous but is not essential.

This is a full time role, 40 hours per week all year round. Monday to Friday.

We can offer:

- Competitive salary
- Strong, supportive staff team
- Membership of support staff pension scheme
- Use of the School's facilities – swimming pool and sports facilities, subsidised staff yoga class
- Cycle to Work Scheme
- Employee Assistance Programme
- Lunch provided during term time
- On-site parking

Closing date: 4th December 2026

We reserve the right to interview and offer to a strong candidate prior to the closing date. For this reason, early applications are encouraged.

Please apply by completing the application form. CVs may be attached, but not in place of the application form. Please return completed applications to Dave Bryant, HR Manager, at hr@westbournehouse.org .

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.

About the School

Westbourne House is situated just to the east of Chichester in beautiful grounds of over 100 acres. There are approximately 300 boys and girls, aged 2½ -13. Most children go on to major Public Schools across the South.

The school enjoys outstanding facilities. Teaching is extremely well resourced with excellent teaching rooms, the majority equipped with interactive whiteboards; there are also sets of laptops which can be booked for class based work. There are rooms for Art, Ceramics, ICT, Design Technology and Food Technology, a separate Science block and Music School, as well as a modern, 300 seat theatre/assembly hall. The School also has a large (30 acre) lake on the north boundary for kayaking.

Academic standards are high, with consistently outstanding Common Entrance results together with an excellent scholarship record; totalling 140 over the last five years.

Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.

The Music and Drama departments also excel consistently: all children are involved in school productions, a large number are members of school choirs and there are regular concerts.

Saturday school consists of sports matches, as well as optional enrichment activities, such as kayaking and coding.

There is a wide variety of sport on offer, and a large number of teams represent the school most Wednesdays, Thursdays and Saturdays. As well as extensive playing fields, there is a 25-metre swimming pool, dance studio, sports hall, squash courts and a full-sized astro-turf pitch.

There are around 100 boarders, many of whom board for two or three nights in one of seven houses on the school grounds.

The school offers full time boarding allowing the children to further enjoy the beautiful facilities and grounds the school has to offer.