



ICT Network Manager

Brionne Gardens, Tonbridge, Kent TN9 2HE
Telephone 01732 352793 Fax 01732 368718
e-mail: admin@hillview.kent.sch.uk
www.hillview.kent.sch.uk



THE SCHOOL IN CONTEXT

Hillview School is at a very exciting stage in its development. Our vision for the future and transformation agenda is beginning to impact, with a strengthening culture of community, innovation and engagement. Outstanding performing arts, applied and personal development learning stimulate creativity in our learning and leadership of change. Vertical mentoring with our 4 learning communities is having a tangible impact on relationships across the school. We have the highest professional expectations of both students and staff.

Our recent history began in the summer of 2005 when we were identified as a High Performing Specialist School. In November 2005 we opened a new £5.3m building, which has transformed Hillview, bringing together a range of separate accommodation and creating substantially a new school. In many ways this building embodies our vision for the future of Hillview School. It encompasses space, light and flexibility, with large classrooms (8 of them capable of being double-size), high and wide corridors adaptable for learning activities and a strong technological infrastructure. It also demonstrates our ambition, enterprise and determination. We have planning permission for a second £4m phase of construction and plans for a third.

Our most recent Ofsted inspection (*October 2010*) found:

“Hillview School is an outstanding school”

Our specialist ethos promotes active and creative learning and teaching approaches, which the environment both stimulates and sustains. We aim to build the confidence and self-esteem of students so that they are prepared to take the risks required to truly learn and provide a professional, flexible environment throughout the school that enables them to develop their own motivation and independence.

“The school’s status for performing arts makes an exceptional contribution to the improvement in students’ learning skills and the rising trend in attainment”

“Students are courteous and welcoming when they meet people for the first time and routinely show consideration for others” Ofsted October 2010

Hillview School is an innovative school: most recently we have successfully established a two-year KS3 and a 3-year KS4 for all subjects, which started in September 2008. We are providing very significant choice and flexibility for students at KS4 and beyond and introducing more integrated learning at KS3. Our staffing structure supports our transformation agenda, with Curriculum Co-ordinators and Innovators at all levels enabling quickly formed and flexible teams to meet the challenge of change and the needs of the future. In this way the new structure provides more opportunities for staff at whatever stage of their career. We wish to recruit, develop and retain staff with ideas and ambition but above all with a passionate commitment to their own learning and to the personal development of young people. The school had exceptional Investors in People report in November 2008. The Assessor found that Hillview School performed beyond the basic requirements of the standard in many areas e.g. ‘learning and development of staff is at the heart of the culture of the organisation; staffs’ contribution to the organisation is recognised and valued’.

Childcare Provision

Hillview School operates a full day care nursery for staff with children from 6 months to pre-school age. The nursery is open from 8.00 a.m. to 5.00 p.m. weekdays, term-time and Insets only. At the end of the summer break the nursery is open from 9.30

a.m. to 3.30 p.m. for a couple of days before term begins to settle new children and their parents.

All nursery staff are qualified Childcare and Education practitioners with a wide variety of experience. A part-time Early Years teacher is on site 2 days per week.

The nursery has had a very successful recent Ofsted report, with standards found to be high and parental satisfaction levels exceptional.

"The children make very good progress as a result of the excellent level of individual support they receive from well-qualified and highly trained staff"
Ofsted October 2010

This service is subsidised for Hillview School staff and charges are very advantageous.

ICT Support Department Background Information

The department staffing is:

Vacant position -	Network Manager
Technician	- Richard Rathbone
Technician	- Mike Corke

The IT Support team works with 1317 students and 195 staff. The network operating system is Server 2008 R2, Exchange 2010, SQL 2008, Hyper-V. Our PCs run on Windows XP, Windows 7, Office 2010, McAfee Anti-Virus, Serif Suite. The School's wireless network is a Cisco managed wireless system with Cisco Access points.

We have 445 Desktop PCs, 140 Laptops and 10 servers.

Other electronic systems that the IT department support are:

- Our cashless catering system
- Parent pay
- VLE
- Interactive whiteboards
- Managed Print solution
- Panasonic Telephone System
- Apple Imacs- running Office for Mac, Adobe Indesign, Final Cut Pro
- Music Technology- running Cubase and Sibelius

Job Description

Title	ICT Network Manager
Reports to	Director of Finance & Administration
Manages	ICT Technicians
Liaises with	Curriculum Leader for ICT Senior Leadership Team

Job Purpose

To manage the School's IT networks ensuring a high level of availability and reliability is maintained for staff and students.

Key Duties and Responsibilities

- Produce the School's yearly ICT development plan in co-operation with the Curriculum Leader for ICT and the Director of Finance & Administration.
- Advise and support staff and students on using ICT and provide practical assistance when necessary.
- Manage and maintain the school's networks on a day-to-day basis to achieve a high level of availability and reliability to staff and students.
- Promote and develop solutions for staff using ICT products to ensure best practice.
- Promote the effective use of ICT within the school.
- In conjunction with the ICT technicians, carry out the annual maintenance of all ICT equipment.
- Oversee and manage the installation and usage of new hardware/software and carry out upgrades as appropriate to ensure the correct versions are in use at all times

- Investigate, recommend and purchase new/improved hardware, software and teaching aids to provide the most efficient systems and ensure value for money.
- Monitor the usage of ICT packages ensuring all legal requirements are strictly adhered too.
- Carry out any other reasonable requested made by your Line Manager or other member of the Senior Leadership Team.

Person Specification

Essential Skills and Qualifications

- A background in IT Hardware and computer networking.
- Ability to work on own initiative, prioritise and manage own workload effectively.
- Good literacy, numeracy skills.
- Excellent communication, negotiation and interpersonal skills.
- A high degree of accuracy.
- Self-confident in dealings with young people.
- Good organisational skills.

Essential Experience

- Wide experience of ICT packages.

Desirable Experience

- Experience of working in a school/ education environment.
- Two to three years working in a school at a technician level.
- Knowledge of SIMS – the school's management information system.

Essential Personal Attributes

- Ability to manage and motivate others.
- Ability to work independently and to use initiative.
- Self-confidence.
- Ability and willingness to be flexible.
- Willingness to work as member of team.
- Commitment to high standards.
- Understanding of the importance of confidentiality.
- Commitment to the aims of Equal Opportunities.

Conditions of Service

- The salary will be £23,053 to £26,421 dependent on experience. Progression through the pay range is dependent upon performance appraisal.

- Hours are 37hrs per week Monday to Friday. This is an all-year position and some flexibility with starting and finishing times will be required to complete the responsibilities of this post.
- Contractual sick pay is dependent upon years of service. After five years' service there is an entitlement to six months' full pay and six months' half pay.
- An entitlement to join the Local Government Pension Scheme.
- Other conditions of service will be detailed in the contract of employment.
- There is a six-month probationary period.

The Application and Appointment Arrangements
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Your application should comprise a:

- A fully completed application form
- A covering letter.

The closing date for receipt of completed applications is **9.00a.m. on 23rd January 2012.**

We regret that we cannot contact applicants who are not called to interview.

Please note that the successful applicant will be required to obtain an Enhanced Disclosure check.