



ICT CLUSTER NETWORK MANAGER- SOUTH REGION RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for your interest in working for the School Partnership Trust Academies group.

The School Partnership Trust Academies is an educational charity that sponsors a chain of 40 academies and has a proven track record of securing transformational change and sustainable school improvement.

Our vision is to provide high quality education and deliver the best outcomes for young people with an ethos based on four founding principles of Quality, Partnership, Aspiration and Responsibility. At our core we provide outstanding educational provision for families, firmly rooted in the context of the local community. We seek to support lifelong learning, and provide excellence in teaching through high expectations with adherence to traditional values and standards.

This is an exciting time in our development as we continue to expand our group of schools and to have further impact upon the lives of young people. You will be joining an ambitious and innovative organisation, so we are looking for an imaginative member of staff who can secure positive outcomes for our young people, staff, families and the wider communities that we serve.

We are looking for an outstanding member of staff that can take the organisation onto greater success, inspiring the children to attain the highest level possible.

If you share our vision and passion for young people and their families then we would like to hear from you.

Yours faithfully

Paul West
Acting CEO

School Partnership Trust Academies Vision and Values

Our vision is based on the values and the principles of the School Partnership Trust Academies, the academy sponsor. Our academies pride themselves on being:

- Institutions with high expectations both for the individual and where there will be a collective responsibility, for raising community aspirations.
- Caring schools, based upon social responsibility, honesty, equality and consideration for others.
- Highly successful schools where self-help, self-determination and self-improvement are encouraged.
- Innovative and energising learning centres which develop lively and enquiring minds for both students and staff.
- Schools which promote inclusion rather than exclusion and by working in partnership with local agencies and offering a personalised curriculum for all, will strive to adopt a zero exclusion policy.
- Schools where courtesy, co-operation, enterprise and initiatives are paramount and where tolerance rather than intolerance is practised.
- Schools which are the centre of the community as a resource, in its services to others and in promoting community and social cohesion.
- Centres of educational excellence, where no individual is left behind and where all students of any age or background are provided with the support to become responsible and successful citizens.

THE SPONSOR

School Partnership Trust Academies

School Partnership Trust Academies is a not for profit charitable organisation that sponsors a chain of academies under a single funding agreement with the Secretary of State for Education.

The overall aim of the SPTA is to foster learning communities which promote and provide excellence in teaching, learning and relationships through high expectations and adherence to traditional values and standards. At its core, the SPTA values high quality educational provision for families firmly rooted in the priorities of the local community.

SPTA believe in supporting schools as the preferred choice for educational provision within their local community, consequently, we believe all students should have a distinctive offer relevant to their needs and the community in which they live.

We believe in the autonomy of local schools and provide challenge and support on their journey of school improvement.

In our partnership we currently sponsor a range of Secondary, Primary, Infant, Junior and all through academies.

Our partnership of schools encompasses academies and schools that are currently judged across the whole Ofsted effectiveness range, and across the widest possible range of contexts, phase and geographical location, including urban and rural schools and those of religious character.

We want to recruit colleagues who are comfortable with our vision and values and hope that the summary given above encourages you to read further. More details about the SPTA, its members and what we are doing can be found at **www.schoolpartnershiptrust.org.uk**

Why work for SPTA?

- The SPTA are **highly committed** to developing all staff within their roles and creating pathways for further career progression.
- Work alongside professionals in a fast-paced and **dynamic environment**.
- Develop your skills alongside **like-minded colleagues**.
- Each of the School Partnership Trust Academies retains its **autonomy** and **unique identity** while committing to a climate of **mutual support** and **partnership** with the SPTA group of Academies.
- **Career Development** - The SPTA offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The SPTA offer a central CPD programme involving a range of training which includes Ofsted training, safer recruitment, pediatric first aid and Evolve training. The programme, called Blue Sky, also has a clear strand of Teaching and Learning and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of the SPTA has access to a generous Local Council pension fund.
- **Discounted gym membership** - Some of our academies have set up discounted gym membership with local leisure centres. Please check with your Academy regarding this.
- **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Care First counselling service** – all employees at SPTA have access to Care First 24 hour telephone counselling support service.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Mobile Select scheme** - Mobile Select gives employees the opportunity of having the latest mobile phone and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

THE CORE IMPROVEMENT TEAM

The Core Improvement Team consists of a wide range of specialist staff members with its key leaders devoting whatever time is needed to each academy. Specialists provide support for the sharing and comparison of data, monitoring and intervention, developing personalised learning pathways, inclusion and behaviour as well as advising on teaching and learning. In addition, teams of Advanced Skills Teachers and Specialist Leaders of Education from our Teaching School Alliance are deployed across the academies to provide a structure for the sharing of expertise and the delivery of learning opportunities at key times such as training days, preparation for inspections and intervention events. Curriculum leaders, special needs specialists and support staff from SPTA regularly meet and are deployed at key times to provide the leadership and the energy for school improvement. This mechanism of support is flexible and capable of expansion. Positions within the core team offer career progression and a range of opportunities..

OUR CORE SERVICES

The Core Improvement Team of professionals also deliver centralised services supporting the non-teaching operations of the member schools and academies and assures consistent working practices and best value for the group. Centralised services include:

- Financial management, centralised purchasing and payroll
- HR and legal advice
- ICT strategy
- Curriculum design (as needed)
- Post 16 leadership
- Business services
- Facilities management
- Staff
- Continued Professional Development
- Audit services
- Data and Sims support



THE APPLICATION PROCESS

Further details about the work of School Partnership Trust Academies including academies it currently sponsors can be found at www.schoolpartnershiptrust.org.uk

Completed applications should be returned to jobssouth@schoolpartnershiptrust.org.uk or by post to School Partnership Trust Academies, Recruitment Team, Unit 2, Carolina Court, Wisconsin Drive, Lakeside, Doncaster, DN4 5RA.

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01302 379 246.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at www.recruitment.schoolpartnershiptrust.org.uk

**SCHOOL PARTNERSHIP TRUST ACADEMIES (SPTA)
ICT CLUSTER NETWORK MANAGER- SOUTH REGION**

37 Hours Per Week/ All Year Round

Permanent

Salary: £30,178 - £35,662

School Partnership Trust Academies (SPTA) are looking to appoint an ICT Network Manager for the Southern Cluster, which will include the Doncaster, Nottinghamshire and Worksop areas, this may be subject to additional areas as SPTA expands.

This role will involve working as a technical lead across a number of academies in the Southern Cluster in the South Yorkshire and Nottinghamshire area. As part of the SPTA Core ICT team you will be joining a growing dynamic team of committed technicians, engineers and support staff to deliver ICT solutions to SPTA academies.

Closing Date: **Friday 15th January 2016**
12 Noon

An application pack can be downloaded from
recruitment.schoolpartnershiptrust.org.uk
or by contacting our recruitment team on
01302 379 246
or email
jobssouth@schoolpartnershiptrust.org.uk

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

'Together we are stronger'

ICT CLUSTER NETWORK MANAGER- SOUTH REGION JOB DESCRIPTION

Grade : £30,178 - £35,662 (dependent on experience)

Responsible To: Service Delivery Manager

MAIN DUTIES:

Responsible for the effective and efficient support, deployment, and monitoring of all ICT related equipment and related resources to ensure a robust and efficient service is provided to those with administrative, data processing and teaching and learning responsibilities across a number of SPTA Academies.

The role is that of technical lead across a number of academies in the South Yorkshire/Notts primarily the Doncaster area. You will be required to visit these sites weekly as well as providing remote support. As part of the SPTA core ICT team you will join a growing dynamic team of committed technicians, engineers and support staff to deliver ICT solutions to SPTA academies.

Server & Network Support

- To install, manage and ensure the maintenance of all aspects of the basic ICT hardware infrastructure requirements for the Academies
- To install, manage and ensure the maintenance of all aspects of the basic ICT software infrastructure requirements for the Academies. This to include but not to be limited by:
 - a. Software installation
 - b. Disk space and printer space allocations
 - c. Establishment of network shares, access rights etc.
 - d. Proactive monitoring of system use/abuse

Health & Safety

- To work with SPTA Core ICT, manage and monitor risk assessments as appropriate and revise relevant processes and procedures accordingly
- To work with SPTA Core ICT, manage and monitor the training of all Academy staff with regard to the Health and Safety implications of ICT equipment use
- To ensure conformity with any relevant ICT related Health and Safety issues.

Desktop & Application Support

- To work with SPTA Core ICT, manage and monitor an effective and efficient Desktop and

Application Support programme. This to include but not to be limited by:

- a. Software installation
- b. Device peripherals
- c. Detection, diagnostics and resolution of access issues
- d. Detection, diagnostics and resolution of application issues

Configuration and Installation

- To work with SPTA Core ICT to design, develop, manage and monitor processes and procedures to ensure the effective and efficient management and deployment of system configuration and change within the Academy. This to include but not to be limited by:
 - a. Installation of new and upgrades to software
 - b. Installation of new and upgrades to hardware
 - c. Determining access to and the storage of relevant data assets and configurations

Continuity, Maintenance & Security

- To design, develop, manage and monitor processes and procedures to ensure the effective and efficient management of all risks associated with ICT. This to include but not to be limited by:
 - a. Proactive maintenance schedules
 - b. Active Director Management
 - c. Backup systems
 - d. Virus protection systems
 - e. User access and security systems
 - f. Data protection policy adherence

Support Request Management

- To interpret, manage and monitor logging information systems in order to produce summary reports and recommend causes of action which enhance the use and effectiveness of the ICT systems
- To prioritise the resolution of system problems and incidents and determine whether internal or external resources should be deployed in order to rectify them
- To produce regular, timely and accurate system monitoring report information to all relevant stakeholders
- To interpret, manage and monitor external third party service response data and summarise performance effectiveness.

Planning, Budgeting and Team Management

- To supervise and support ICT technical staff.
- To develop, manage and monitor the allocation of tasks amongst other support staff in a fair

and equitable manner according to skill and knowledge levels

- To contribute to the identification, management and implementation of suitable hardware and software solutions
- To contribute to the design, development and implementation of working practices and procedures that enhance the impact of ICT services in the efficient delivery of management information and supports the learning and teaching within the Academies
- To contribute to the financial planning, estimating and budgeting of ICT specific requirements.
- This role includes the duty to promote British values.

The nature of this role demands flexibility, creativity and innovation with regards to the needs of our academies. Additional duties may be required and these may be determined by the Director of ICT or Service Delivery Manager and you may be requested to carry out such additional activities at his/her discretion.

You may also be asked to contribute to projects outside of the cluster to support trust developments

Key Skills;

- Windows Server 2008/12
- TCP/IP
- Windows XP/7/8
- Network and Application security
- Active Directory
- Wireless networks
- Backups
- Group Policy
- Networking and VLans
- Software packaging and deployment

More information on the proposed management structure and information on the network and technologies implemented can be requested. If you would like to visit our offices for an overview this can also be provided once your application has been received.

PERSON SPECIFICATION ICT CLUSTER NETWORK MANAGER- SOUTH REGION

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
Have a networking or computer engineering qualification at HND or higher		*	A/C
Have a working knowledge of network systems, their installation and maintenance and adaptation	*		A/I/T
Knowledge and experience of Windows 7/Server 2008	*		A/I/T
Knowledge and experience of Apple OS X		*	A/I
Knowledge and experience of Cisco networking equipment		*	A/I
Knowledge and experience of MS System Center	*		A/I
Knowledge and experience of Network and Application security	*		A/I
Knowledge and experience of Wireless networks	*		A/I
Knowledge and experience of Backups and best practice	*		A/I
Knowledge and experience of Group Policy	*		A/I
Knowledge and experience of Networking and Vlans	*		A/I
Knowledge and experience of Software packaging and deployment	*		A/I
Knowledge and experience of DPM Data Backup	*		A/I
SKILLS			
High level of communication and interpersonal skills	*		A/I
Have good fault finding skills and is an excellent problem-solver	*		A/I
Can demonstrate good working practices in relation to the handling of ICT equipment	*		A/I
Ability to work effectively with young people as individuals and in groups.		*	A/I
Ability to work creatively with colleagues to deliver agreed outcomes and contribute effectively to team working	*		A/I
Flexible and adaptable approach	*		A/I
Have initiative and can work independently without excessive supervision	*		A/I
Have an understanding of when to consult, make decisions and defer to others.	*		A/I
Have the ability to communicate effectively to a range of different people	*		A/I
Will plan, organise, prioritise and manage their own personal time effectively	*		A/I
Have a positive commitment to organisational principles	*		A/I

Understanding of health and safety issues and good practice	*		A/I
EXPERIENCE			
Have appropriate experience in the design, installation, maintenance and repair of ICT equipment in a small or medium-sized organisation		*	A/I
Experience of working within an educational establishment		*	A/I
Experience of working with young people		*	A/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Good organisational and personal management skills	*		A/I
Effective planning and teaching	*		A/I/R
Effective behaviour management	*		A/I/R
An ability to demand high standards	*		A/I/R
Work independently and being a team player	*		A/I/R
An ability to develop good working relationships with students and staff	*		A/I/R
Effective time-management	*		A/I
The ability to meet deadlines	*		A/I
Good ICT skills	*		A
Commitment to self and team development	*		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility.	*		A/I
A commitment to abide by and promote the Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
The holder will hold an enhanced DBS	*		C
Must have their own transport as travelling between academies is a regular requirement	*		A

Key:

A = Application

I = Interview and assessment

R = Reference

C = Certificate