



ICT NETWORK ENGINEER 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 46 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.

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 Tarn
Chief Executive Officer

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



ICT OVERVIEW

The SPTA is an educational charity comprising of an ever growing number of Academies. We provide centralised services and support services for over 40 schools, 3000 staff and 25,000 students across 8,000 devices.

The SPTA provides ICT support into our academies to provide a robust ICT service, advice with ICT and compliance and enforcement of best practice and policies. This is in effect providing a managed ICT service to our academies.

This is an exciting opportunity to join this challenging and varied environment to ensure the smooth delivery of services and support across the trust. Your role will be to be the technical lead, 3rd line support for a cluster of our academies. You will visit academies weekly for at least one day and remotely support when required.

The network model is that all schools joining the SPTA join our single Active Directory and WAN. This provides many benefits to our academies and importantly allows ICT support services to operate more effectively and efficiently through the centralisation of our services.

We are a fast moving and innovative organisation keen to explore and exploit new technologies to support our academies and provide 'best of breed' solutions at reduced costs. This provides the staff working with us with the opportunity for excellent career development and the chance to continually develop their skills.

Any role within the SPTA requires a willingness to innovate, contribute your ideas and experience to the solutions, hard work and commitment to the highest standards. You will be joining an expanding team with opportunities for responsibility and real job satisfaction.

The technical engineer role is seen as a key element to the support of our Academies and learners. You will be responsible for the technical support and implementation of solutions within the Southern region of our Academy group. This will be a field based role with you visiting sites weekly as part of your 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)
CORE TEAM**

ICT Network Engineer

37 Hours Per Week/ All Year Round / Permanent

Salary: Grade K – £40, 217 to L - £50, 651

We are seeking to appoint, with immediate effect, an enthusiastic, reliable, self-motivated and proven ICT Technician to join the School Partnership Trust Academies ICT infrastructure. You will be part of the Core ICT team providing support primarily, but not limited to, academies based in the Doncaster and Mansfield areas.

Ideally you will have experience of working in a busy environment. You will need to be flexible in your approach, undertake a range of duties and have excellent communication and interpersonal skills and working knowledge and experience of network systems

**Closing Date: Friday the 27th of May, 2016
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'

JOB DESCRIPTION

ICT Network Engineer

Salary: Grade K – £40, 217 to L - £50, 651 (depending on experience)

Hours: 37 hours per week, all year round

Responsible to: ICT Service Delivery Manager

Job Purpose

- Responsible for the management, operation, maintenance and development of the IT and networking systems including data, voice and cabling sub-systems to deliver a robust and reliable technical infrastructure for the Trust and associated schools.
- To develop, maintain and produce documentation and procedures to ensure delivery of a robust, reliable, efficient and effective service which meets the demands of school users.
- Provide business and technical analysis to propose and implement new ICT solutions for use across the Trust.

Duties & Responsibilities

- To contribute to the development of the SPTA ICT Strategy, and to develop and implement Operational Plans to support the delivery of this strategy in terms of IT and networking systems.
- To manage the design, development, provision and support of all of the school's IT and networking systems to deliver excellent levels of service, performance and availability. These systems will include but not be limited to:
 - Centralised data centre services including enterprise AD deployment
 - WAN connectivity
 - LAN Active infrastructure and wireless platforms
 - Server platforms and storage systems (hardware, software and services)
 - Telephony
- To provide support and supervision of technical support staff in the ICT services team and Trust schools including providing clear leadership, motivating and developing staff.
- To support the management team in providing support and supervision of technical support staff including recruitment & selection and performance management.
- To liaise and work with third parties for support and procurement of products and services.
- To define and document appropriate management and maintenance procedures (ITIL or similar) for the school's ICT systems and networking equipment.
- To perform and report root cause analysis of major incidents.
- To own and manage BAU Service Desk and major incidents and problems.

- To develop and establish regular reporting metrics and proactive monitoring of the operation and availability of the SPTA network and systems to ensure that these resources are performing effectively.
- To provide technical liaison, support and assistance for the delivery and development of school networks and ICT technologies.
- To undertake relevant administrative project management tasks, manage records, information and data and produce analysis and reports as directed.
- To establish and maintain security preventing unauthorised access to school systems.
- To act as data guardian for all systems throughout the Trust supporting the adoption of best practice of management, use and security of data. Responsibility for the back-up systems and procedures and ensuring accurate restoration of data when required across all schools.
- To have oversight of all schools and Trust Disaster Recovery Plan including regularly updating all contents.
- To assess and approve change and release management of system and service changes.

Person Specification

Knowledge & Skills

- Excellent organisational skills
- Strong leadership skills
- Demonstrable problem solving and analytical skills
- Attention to detail
- Excellent written and verbal communication skills
- Excellent technical knowledge of industry standard technologies – hardware and software
- A proven track record of driving and defining ICT strategy
- Proven ICT operations and system management experience
- Can operate a budget
- Key team player

Experience & Qualifications – Essential

- Qualified in a relevant IT related discipline with at least three years post qualification work experience
- Experience in the provision of high quality support services to a diverse user community preferably in the education sector
- Experience of the directing of technical staff and liaison with external suppliers
- Experience in the management and operations of the Local Networks, Data Centre

services and enterprise server and storage systems

- Strong technical knowledge of server hardware and software technologies, Cisco networking, Microsoft server and desktop environments including Windows Server, enterprise AD deployment, Exchange, SQL and Microsoft System Centre suite (SCCM / SCOM)
- Technical knowledge and experience of Firewall and filtering systems, such as Fortinet, Smoothwall.
- Knowledge and experience of virtual networking technology including Microsoft Hyper-V, Citrix, Dell VDI

Experience & Qualifications – Desirable

- Microsoft MCSA/MCSE level Certification
- CCNP (Cisco Certified Networking Professional) Certification
- ITIL (or equivalent) qualification
- Experience and certifications of Cisco, HP, Dell network equipment and their operating systems
- Prince2, Agile (or equivalent) qualification

Soft Skills

- Process driven
- Ability to meet deadlines, occasionally working under pressure
- Ability to influence others in a positive and friendly manner
- Ability to work on own initiative
- Positive and determined approach to achieving results
- Professional and business-like manner
- Ability to work proactively and on own initiative without regular supervision
- Able to identify and set priorities

Person Specification ICT Network Engineer

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS/EXPERIENCE			
Have a Microsoft / Cisco / Network standard qualifications with at least three years' experience	*		A/C
Have a working knowledge of network systems, their installation and maintenance and adaptation	*		A/I/T
Knowledge and experience of Cisco IP Telephony system management	*		A/I
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 Microsoft System Center suite inc SCCM/SCOM		*	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 ITIL / Prince and other industry frameworks and methodologies			A/I
Knowledge and experience of Group Policy	*		A/I
Knowledge and experience of Networking and Vlans	*		A/I
Knowledge and experience of DPM Data Backup	*		A/I
Experience of working with a tiered support service desk	*		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
Understand the importance and demonstration of knowledge management	*		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 delegate tasks and empower colleagues		*	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
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Good organisational and personal management skills	*		A/I
Work independently and being a team player	*		A/I/R
Effective and flexible time-management	*		A/I
The ability to meet deadlines	*		A/I
Key team player	*		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: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

SPTA LOCATIONS

School Partnership Trust Academies ACADEMY LOCATIONS



KEY:

- | | |
|--------------------------------------|----------------------------------|
| 01 Wybes Wood Academy | 21 Rosington All Saints Academy |
| 02 Macaulay Primary Academy | 22 Sefton Park Academy |
| 03 John Whitgift Academy | 23 Rowena Academy |
| 04 Hull Trinity House Academy | 24 Grange Lane Infants Academy |
| 05 Worlaby Academy | 25 De Warenne Academy |
| 06 The Vale Academy | 26 Queen Elizabeth's Academy |
| 07 Meller Community Academy | 27 Walmwright Primary Academy |
| 08 Hatfield Woodhouse Primary School | 28 The Strand Community Primary |
| 09 Crooksbroom Primary Academy | 29 Westby Academy |
| 10 Ash Hill Academy | 30 Wilfords Primary School |
| 11 Simpsons Lane Academy | 31 Kingston Park Academy |
| 12 De Lacy Academy | 32 Pheasant Bank Academy |
| 13 Willow Green Academy | 33 Highfields Primary Academy |
| 14 Garforth Academy | 34 Ingleby Barwick Academy |
| 15 Green Lane Primary Academy | 35 Whetley Academy |
| 16 The South Leeds Academy | 36 The Vale Primary Academy |
| 17 Parkview Academy | 37 Massey Primary |
| 18 Manor Croft Academy | 38 Craven Primary |
| 19 Hanson School | 39 The Parks Primary |
| 20 Don Valley Academy | 40 Leemington Primary & Nursery |
| | 41 East Garforth Primary Academy |