



(Formerly known as School Partnership Trust Academies)



ICT Cluster Manager - East RECRUITMENT INFORMATION PACK

Education House
Spawd Bone Lane
Knottingley
WF11 0EP

ICT CLUSTER MANAGER - EAST RECRUITMENT INFORMATION PACK

Contents

Introduction	3
Delta Academies Trust Vision and Values	4
Why Work for Delta Academies Trust	5
The Core Team	6
Application Process	7
Vacancy Advertisement	8
Job Description	9
Person Specification	13

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at **www.deltatrust.org.uk**

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, pediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- You will have access to **private medical Insurance** (Prices are provided on request)
- **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.
- **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.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Core Team

The Core Team consists of a range of specialists, staff who are committed to working alongside colleagues within our academies to ensure that they have the support they need to succeed. These Specialists include; Senior Leaders, National Leaders of Education, Academic Subject Experts (Directors) for most areas including Primary and Business Support Services. Positions within the core team offer career progression and a range of opportunities.

Our Teaching School Alliances provide initial teacher training as well as on-going professional development courses and opportunities. Curriculum leaders, special needs specialists and support staff from the Trust regularly meet and are deployed to provide the support for school improvement. This mechanism of support is flexible and capable of expansion.

The Trust benefits from a range of expertise in Finance, Data, ICT, Facilities and Health & Safety, Human Resources and Governance and Compliance. The Core Team delivers centralised services supporting the non-teaching operations of our academies and ensures consistent working practices and best value for the group. Core services include:

- Financial management, centralised purchasing and payroll
- Governance and Compliance
- HR
- Legal support
- ICT strategy
- Curriculum design
- Post 16 leadership
- Business services
- Facilities management
- Continued Professional Development
- Audit services
- Data and Sims support



The Application Process

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

Completed applications should be returned to jobssouth@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

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 0345 196 0095.

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.deltatrust.org.uk

**DELTA ACADEMIES TRUST
ICT CLUSTER MANAGER - EAST**

37 Hours Per Week / All Year Round

Salary: Grade I, Scale 35-39 (£30,480 - £34,196)

We are looking to appoint an ICT Network Manager for the East Cluster, which will include Hull, Grimsby and Lincolnshire, this may be subject to additional areas as Delta Academies Trust expands.

This role will involve working as a technical lead across a number of academies in the East Cluster. As part of the Delta Academies Trust Core ICT team you will be joining a growing dynamic team of committed technicians, engineers and support staff to deliver ICT solutions to Delta Trust's academies.

We look forward to you joining our dedicated and supportive team.

You will be based at our Head Office in Knottingley.

Closing Date:
Friday 4th November 2016
12 Noon

An application pack can be downloaded from
recruitment.deltatrust.org.uk
or by contacting our recruitment team on
0345 196 0095
or email
jobssouth@deltatrust.org.uk

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

JOB DESCRIPTION

ICT CLUSTER MANAGER - EAST

Salary: Grade I, Scale 35-39 (£30,480 - £34,196)

Contract: Permanent

Hours: 37 hours per week

Responsible to: Service Delivery Manager

Purpose of the role:

Responsible for the effective and efficient support, deployment, and monitoring of all Delta Academies Trust (Delta Trust) 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 Delta Trust academies.

The role is that of technical lead across a number of academies in the East region. You will primarily be working with the Core ICT team from the central head office, as well as visiting the academies you manage on a periodic/priority bases. As part of the Delta Trust core ICT team you will join a growing dynamic team of committed technicians, engineers and support staff to deliver ICT solutions to Delta Trust 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 Delta Trust Core ICT, manage and monitor risk assessments as appropriate and revise relevant processes and procedures accordingly
- To work with Delta Trust 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 Delta Trust 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 Delta Trust 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.

Working Environment

The post will be based at Delta Academies Trust Head Office in Knottingley. The post holder must be willing to work and travel across the Trust when required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Holiday Entitlement

The leave entitlement for a full year employee is 26 days. Employees working less than 37 hours per week and/or less than full year will have their entitlement to annual, statutory and discretionary holiday calculated on a pro-rata basis.

Statutory Holidays

You are entitled to statutory bank holidays if they fall on weekdays that you would have normally worked.

Good Friday and Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day and Boxing Day
New Year's Day

**PERSON SPECIFICATION
ICT CLUSTER MANAGER – EAST**

	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: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate