



High March

High March School, Ledborough Lane, Beaconsfield, Buckinghamshire HP9 2PZ

Headmistress: Mrs S.J. Clifford, B.Ed. Hons. (Oxon) M.A. (London)

APPLICATION PACK FOR THE POST OF ICT NETWORK MANAGER



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Address	High March School Ledborough Lane Beaconsfield Bucks HP9 2PZ
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At High March School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of an Enhanced DBS check.

Welcome

Thank you for your interest in the post of ICT Network Manager. We are looking for an enthusiastic and suitably-qualified person who has experience in this field. A willingness to play an active part in all areas of school life is essential to this position.

High March is a thriving preparatory school for girls aged 3 to 11 with a co-educational Nursery. Children come from the local area and our intake is mixed ability. Academic expectations are high and pupils at the School are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. The School also has an excellent record in the Bucks County 11+ selection tests.

The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Music, Art, Drama and Sport are all valued at the School with specialist-teaching rooms and the School is well resourced with excellent facilities and equipment. Class sizes are small with a maximum class size of 20 pupils and subject specialists teach the children from Year 4. Class teachers teach the children up to Year 3, with specialist teaching in some subject areas.

High March is a family owned School. The owners are Mrs Belinda Avery and Mr Michael Chapples who are brother and sister, whose grandparents; Del and Robert Anderson were Headmaster and Headmistress for many years. They were both educated at High March, they live in Beaconsfield and both have children who have been pupils at the School. They take a lively and sympathetic interest in all aspects of the School, and are fully involved in all aspects of High March life. They are supported by a committed and experienced Board of Governors.

High March is a happy School where dedicated and caring staff are appreciated and valued.

Yours sincerely

A handwritten signature in dark ink that reads "Sue Clifford". The signature is written in a cursive style with a horizontal line underneath the name.

Mrs S J Clifford
Headmistress

Aims and Ethos

High March School aims to provide education of the highest quality and promote excellence in all fields.

To achieve this aim the School:

- Provides a happy learning environment in which children feel secure and are valued as individuals.
- Promotes high standards of achievement ensuring that all pupils are working to the best of their ability at all times.
- Develops positive attitudes and a lifelong love of learning.
- Nurtures talent and encourages achievement in class, in sport, in music or drama.
- Promotes a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remains non-denominational in its admissions policy and teaching.
- Provides social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity.
- Cultivates pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively.
- Fosters confident young people who possess a developing self-esteem and thorough work ethic.
- Develops commitment to personal and team goals.
- Encourages friendly and informal relationships within a structured and disciplined routine.
- Provides a pastoral care system that instils the values of care and consideration for others, and care for the environment.
- Establishes cultural links with outside organisations.
- Prepares pupils for 11+ Common Entrance, Scholarship and Buckinghamshire 11+, as well as for the challenge of life in their senior school.



Job Description for Network Manager

The Network Manager reports to the Headmistress, the Directors of the School and the Head of ICT.

Job purpose

- To work with the School's leadership team to deliver a safe, effective ICT resource for use by pupils and staff.
- To define and manage the School's ICT support service.
- To develop the School's ICT resource and ICT support service in line with the School's educational objectives.
- To support the rollout of initiatives under the ICT Strategy in conjunction with the Head of ICT.
- To ensure that legal and contractual obligations relating to ICT resources, systems and services are met.



The Network Manager is responsible for:

The installation and maintenance of the School's ICT resource

1) Manage desktops, laptops and tablet devices

- Connect, set up and check clients and peripherals for normal operation.
- Perform routine diagnostics and hardware maintenance.
- Resolve software installation and operational issues.
- Detect, diagnose and resolve PC, peripheral and application errors.
- Be familiar with supporting Windows 7, Windows 8, Windows 10, Apple IOS and Learnpad OS.

2) Server and Network Support

- Manage and configure a Microsoft 2012 server environment.
- Perform routine tasks to create and maintain user accounts and permissions, including implementing disk space.
- Install application software, maintain hardware and software of the server, set disk space and printer quotas, create network shares and manage access rights and monitor system logs.
- Manage the O365 exchange server and user mailboxes.
- Experience in administering Microsoft Office365 user accounts and applications.
- Be familiar with deployment tools, MDT, WDS and SCCM.
- Manage and maintain the School's website.

- Manage remote access to the School's network using Cisco VPN.
- Have knowledge of wireless and switched network management.

3) Health and Safety

- Ensure basic safety checks are carried out, including annual portable equipment testing.
- Follow relevant Health and Safety procedures and raise awareness among staff, pupils and other users.

The support and management of the School's ICT service

4) Configuration and Installation

- Maintain records of installed hardware and software, maintain a software library and store original copies of installed applications.
- Design, implement, monitor and review School procedures for managing and recording installations and configuration changes.
- Design and implement a School policy on asset disposal.



5) Continuity, Maintenance and Security

- Assess risks and develop recovery procedures for key ICT systems, identify failing systems and find solutions.
- Develop a maintenance schedule, manage efficient implementation of backup, virus protection, spam filtering and security procedures, including data protection policies.

6) Support Request Management

- Respond to support requests, recording detailed diagnostic information and using appropriate knowledge bases/logs to inform diagnosis and resolution.
- Prioritise resolution of problems and determine whether external support is required; record requests, follow up calls and implement a maintenance schedule.

7) Internal Support Arrangements and External Contracts

- Assess needs, define standards of service and recommend internal and external support arrangements and contracts required to deliver an effective ICT service in the School. Report on and monitor progress against agreed service levels (both internal and external); review contractual arrangements and address strengths and weaknesses in order to develop the School's ICT service

8) Strategy and Planning

- Plan for major developments of the ICT service and project manage their implementation including rolling out the School's new/updated website and liaising as required with the website developers.
- Maintain an overall view of the capabilities of the School's ICT service and contribute to continuous improvement to meet future needs.

9) Budget Responsibilities

- Develop ICT financial management processes and procurement policies with reference to School procedures.
- Manage tenders for ICT resources.

Personal qualities

10) Personal ICT development

- Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.

11) Communications

- Conduct staff training on appropriate use of ICT resources; document systems and procedures.
- May be required to attend the School's leadership team meetings where the ICT service is discussed; advise senior staff and governors and negotiate with suppliers and external contractors.

12) Educational Awareness

- Act as ICT Skills Champion amongst the staff in the effective use of ICT resources. Attend and support staff training sessions to increase personal understanding of how ICT is used in specific contexts, to include any ICT staff training and support required either at INSET or as continuing professional development. In this regard the post holder will work closely with the Head of ICT in support of teaching and learning.
- Read online and published materials about the educational use of ICT and attend relevant meetings.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This will include attendance at the following School events which may occur out of normal School hours:

Current School Events:

- Anderson Social Evening in September or October
- Christmas Fayre in November or December
- Upper School Carol Service
- Open Mornings
- Junior or Senior Sports in June
- Year 6 Production and Leavers' Buffet in June or July
- Prize Giving

Equal opportunities:

The post holder will be expected to support the School's commitment to Equal Opportunities. The member of staff will be committed to ensuring Equality of Opportunities for all pupils.



Health and Safety:

The post holder will be expected to pay due regard to the School's Health and Safety Policies and to report any concerns to the Bursar or Headmistress.

Confidentiality:

It is expected that all School employees will understand that our work is confidential and that personal details about staff, children and families should not be discussed outside the school.

Hours of Work:

The hours of work will be 8:00am to 4:00pm Monday to Friday during term time with full weeks being worked at the beginning and end of term. The post holder will be entitled to half an hour lunch break plus six weeks of annual leave to be taken during the School holidays. During the School holidays the hours will be 8:00am to 4:00pm for three days a week.

Remuneration:

The salary for this post will be £32,000 subject to qualifications and experience. The School subscribes to the NEST pension scheme.

Person Specification

The successful applicant should be able to demonstrate the following qualities:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to monitor, evaluate and review
- Strong organisational skills
- Initiative and proactivity
- Lots of energy
- Effective time management
- Positive and forward thinking
- Efficient
- High standards and expectations
- Ability to work in a team
- Clear desire to work within a School
- Commitment to flexible working and hours
- Keen to further professional development and skills
- Enthusiastic and approachable
- Good communication and interpersonal skills
- Hardworking and conscientious
- High expectations of staff behaviour
- High expectations of staff performance
- Willingness to share expertise



How to Apply

The start date for this post is by agreement. The closing date is 5pm on Friday October 6th and interviews will be held on Wednesday October 18th.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. Curriculum Vitae will not be accepted in substitution for a completed Application Form in the absence of good reason. Equal-opportunities and child protection statements are available on request from the School.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Candidates will be required to complete a disclosure from the Disclosure and Barring Service at the enhanced level.
- We will seek references on candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that the provision of false information is an offense and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or Department for Education Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - A current driving licence including a photograph *or* a passport *or* a full birth certificate
 - A utility bill or financial statement showing the candidate's current name and address
 - Where appropriate, any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer to a successful candidate will be conditional upon:
 - Receipt of at least two satisfactory references
 - Verification of identity and qualifications
 - A check at DBS Barred List and the Protection of Children Act List as appropriate
 - A satisfactory DBS Enhanced Disclosure
 - Verification of professional status such as QTS Status
 - For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
 - Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance

- Completion of a Self-Declaration Statement that under the Childcare (Disqualification) Regulations 2009 the successful candidate is not “disqualified” and any individuals living in the same household are also not disqualified themselves.
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

Please note:

Where a candidate is:

- Found to be on Disclosure and Barring Service’s Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the Department for Education Children’s Safeguarding Operation Unit.