



# SAINT AIDAN'S

## Church of England High School

### NETWORK MANAGER

*Aspire & Believe & Succeed*

Required from 2nd September 2019 or as soon as possible thereafter

#### Message from Headteacher

Thank you for your interest in joining us at Saint Aidan's. I am proud to be able to lead the school, and believe that it will provide an ideal environment for you to develop your career.

Our ICT network is vital for the education of our students and the smooth running of our school, and our Network Manager will manage and develop ICT provision across the school. We are looking for a candidate with the right technical skills to run a complex network and the right personal skills to work closely with staff and students. We are looking to continue to develop our network, to help students and staff at Saint Aidan's and also to help us to build closer links with other schools.

As you will see from the enclosed information, our ICT provision includes support for teacher and student tablets and laptops as well as 300 PCs across the school site. The successful candidate will be responsible for all aspects of this network and for the line management of our two ICT Technicians. While the primary responsibility of the Network Manager will be to maintain and develop reliable ICT systems across the school, we are looking for someone who will enjoy playing a full part in the life of the school, working with our students, other members of staff and staff from other schools.

The post is full time including school holidays, but term time only or term time + fixed number of weeks would be considered for the right candidate.

I hope that, having read the enclosed information, and looked at the information about the school on our website, you feel encouraged to apply for this position.

You are required to complete the application form and to submit a supporting letter of no more than two sides of A4 explaining how your skills and experience have prepared you for the challenges of this post as well as giving me a flavour of what you would see as your initial priorities if you were appointed to the post. Please do not complete Section 7 of the application form as this will be covered in your supporting letter.

Completed application forms and supporting letters should be returned to arrive no later than 12 noon on Friday, 7th June 2019. Applications may be submitted by post or by email. Emailed applications should be sent to [recruitment@st-aidans.lancs.sch.uk](mailto:recruitment@st-aidans.lancs.sch.uk)

All applications will be acknowledged on receipt.

Interviews are planned for Tuesday, 18th June 2019 and the successful candidate will start on Monday, 2nd September 2019 or as soon as possible thereafter.

I look forward to receiving your application.

Yours sincerely,

Andy Smith, Headteacher



Andy Smith, Headteacher

**Post:** Network Manager

**Line Manager:**  
Assistant Headteacher

**Start Date:**  
Monday, 2nd September 2019 or as soon as possible thereafter

**Closing date for applications:**  
12 noon on Friday, 7th June 2019

**Interviews:**  
Tuesday, 18th June 2019.  
Electronic applications are accepted in Microsoft Word or PDF format.

Please email to  
**[recruitment@st-aidans.lancs.sch.uk](mailto:recruitment@st-aidans.lancs.sch.uk)**

# Aspire Believe Succeed

## School Information

Saint Aidan's is a successful and popular 11-16 co-educational Church of England school with 800 students situated in a very pleasant part of the Fylde in Lancashire. We draw our students from a wide area which includes the rural area of Over Wyre, as well as a number of areas on the edge of Blackpool and Fleetwood. The school is within easy reach of the cities of Lancaster and Preston and the town of Blackpool.

Our students achieve very well, and there is a real will in the school to improve even further. In 2018 53% of students achieved at least grade 5 in GCSE English and Maths. Our Progress 8 figure of +0.11 and our EBacc average points score of 4.50 made us one of the top performing schools on the Fylde peninsula.

The school's commitment to learning extends to staff as well as students; there is a well-developed structure of support for new members of staff and a culture of "lifelong learning" among our teaching and associate staff. Our in-house CPD programme is important to us and we are continually looking to develop innovative approaches to teaching and learning, with an emphasis on the use of modern technology and collaborative learning. All teaching staff have access to an iPad, and all of our classrooms are equipped with interactive whiteboards or touch displays. Individual tablet devices are used by students in the classroom.

The school was inspected by Ofsted in October 2013 and was found to be a Good school with Outstanding Behaviour and Safety. This was confirmed by a short inspection in July 2018. An inspection by SIAMS in March 2017 found us to be Outstanding in two areas and Good in the other two. Following several years of under-recruitment of students we are now full throughout the school, with many more first choice applications than places available for September 2019. The majority of our students travel to us by bus and choose Saint Aidan's over schools nearer their homes because of our individual care for students, our calm and purposeful atmosphere, our high academic



standards and our Christian ethos.

As a church school we have a strong emphasis on the provision of a stimulating, secure and caring environment within which all members of our community can develop their potential to the full. Relationships within the school community are characterised by mutual respect; this creates a safe environment where young people can grow and develop, and where learning is valued. There is a strong "vertical" pastoral structure, built around forms that contain students from all five year groups. Our collective worship draws staff and students together and encourages them to explore life's big issues. The school's ethos is distinctively Christian but is also inclusive of those of other faiths or none. This gives us a great responsibility as for many of our children Saint Aidan's provides their only experience of worshipping and growing within a Christian community.

We work closely with our local primary schools, sixth forms, FE providers and universities. Further afield the school has many links with partners in Britain and abroad, including strong links with partner schools in South Africa and Germany. Students can participate in a wide range of extra-curricular activities and educational visits in this country and further afield. All staff are encouraged to contribute to this programme.

Our school 'motto' is taken from John 10 v 10 - "I have come that they may have life in all its fullness". All we do at Saint Aidan's is aimed at making this a reality for our students and staff.



**Ofsted say that Saint Aidan's is a good school where the behaviour of pupils is outstanding.**



**What the parents think...**

**"My daughter loves her new school, she looks forward to going every morning and comes home with a smile on her face every night. Thank you to all concerned, you have done a brilliant job."**

**(Year 7 parent)**



**"The school has always been supportive to all our children. I think one of the reasons is the fact that the unique pastoral system allows the pupils at the school to develop friendships with others in different years; it also fosters positive relationships with their form tutor with whom they remain for the whole of their time at the school."**

**(Year 11 parent)**



# Network Support and Infrastructure

Our ICT Support Team consists of our Network Manager and two experienced ICT Technicians. They support our network and all the devices connected to it, as well as providing advice and training.

## Network

The school network is constructed of a cabled, Microsoft Windows network combined with Meru wireless APs. We currently have 5 physical servers, three of which run Windows 2012, one runs Windows Server 2016 and all 4 operate as Hyper-V hosts which support 10 virtualised servers and several more virtual machines for staff use.

## Cabling & Switches

All of school is cabled with a gigabit fibre optic backbone and CAT5e cabling to classrooms and offices. There are fibre optic runs from the Network Room to all the buildings in school except the Gym. Twenty seven switches (HP and 3Com) provide connectivity for permanent buildings; every classroom and office in school has at least a double network point and one networked computer.

## Internet Filtering & Protection

Our ISP, Virtue Technologies, provide a 100Mb internet connection. Filtering is done via a Sophos UTM and managed by school staff. Filtering is split into 3 categories; students, curriculum staff and admin staff. Sophos Central is used for antivirus protection.

## Remote Access

Remote Access is provided to staff via our own Gateway and Session Host servers.

## Computers

There are 300 networked computers in school running a mixture of Windows 10 and Windows 7. All of them have Office 2013/2016 installed; curriculum software varies depending on need and licensing. There is at least one computer in every classroom. All computers are kept up to date daily with Windows updates (via our WSUS server) and anti-virus.

## Laptops

One trolley of 22 laptops resides in the Humanities faculty; they all use wireless connectivity. There are also a few staff/exams laptops in service. All laptops are currently running Windows 10.

## Tablet Devices/iPads

All teaching staff and several support staff are provided with a school iPad. IT support staff manage a class set of iPads which can be booked out by staff – they also manage around 30 “daily loan” iPads for designated students. All school-owned iPads are managed via Lightspeed MDM. Students are encouraged to bring their own iPad or tablet device to support their learning; a suitably filtered BYOD service is provided for internet connectivity. SLT make use of Surface Pro devices and Surface Docks in their offices (which also replace desktops) instead of iPads.

## Electronic Whiteboards/CTouch screens

There are 32 Promethean electronic whiteboards in school and 6 CTouch interactive screens. In addition 2 technology classrooms (Tech 4 and Tech1) have projectors and screens. There are also electronic screens and projectors in the Hall, Lecture Theatre, Staffroom and Boardroom.

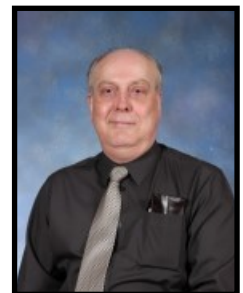
## Printing

12 Networked laser printers are supported by 4 Toshiba and 2 Kyocera MFDs which together provide a distributed print service. A few staff members also have locally attached printers. All printing and photocopying is managed via PaperCut.

## Meet the Team



**Simon Calvert,**  
Assistant  
Headteacher



**Barry Nolan,**  
Senior ICT Technician



**Wayne Chadwick,**  
ICT Technician





# Network Support and Infrastructure (continued)

## VLE

Our VLE is Moodle which is hosted in school; this service is gradually being withdrawn as school migrates towards using Office 365 cloud services.

## School Website

The school website is hosted externally but content updates are done by IT support staff in school. Every effort is made to keep the site current and up to date.

## Parent Portal

Insight (TASC) is our Parent Portal which provides parents with online access to attendance, behaviour and school reports. Insight is due to be phased out and replaced with School Synergy at the beginning of the next academic year.

## Admin Services:

**SIMS** is the school administration system. We also use PARS for electronic registration and E-Copy for electronic filing to student records. PARS is due to be phased out and replaced with School Synergy within the current academic year.

## Email:

Staff and students are all provided with school email accounts (Office 365), managed by IT support staff.

## Cashless Catering

Our cashless catering system is run on a Windows 7 PC with an XP slave system running the biometrics database. They are both located in the Bursar's office but are due to be migrated to one higher specification machine at October half term. ParentPay is used to provide an electronic payment service for parents.

**Oliver** – Library software from Softlink which utilises the biometrics database attached to the cashless catering system.

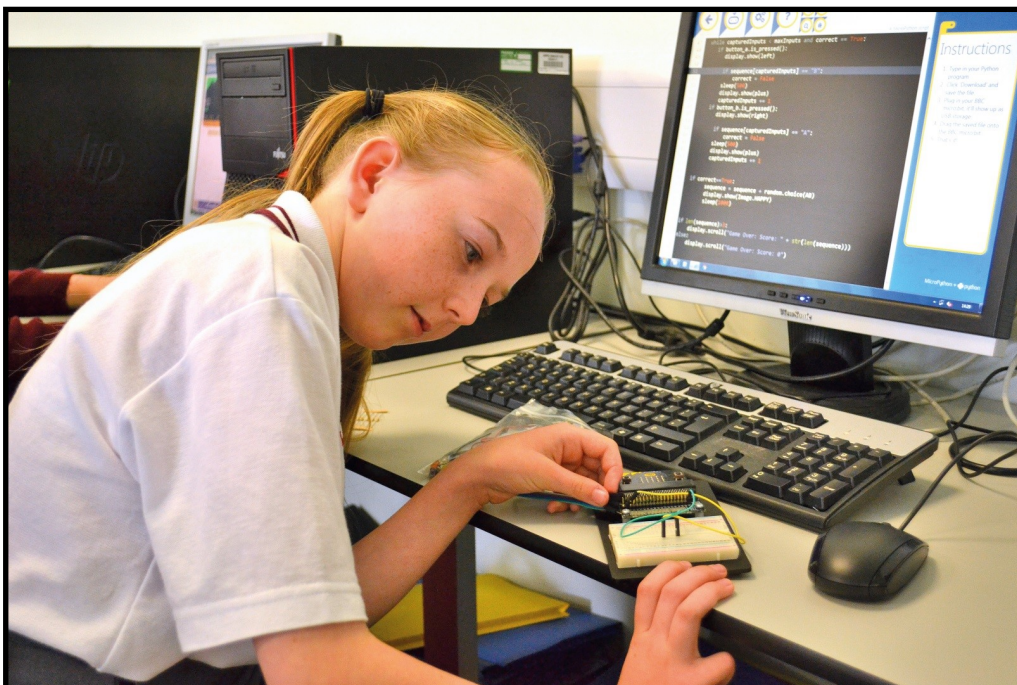
**InVentry** – Visitor management system located in Reception.

## Digital Signage

Onelan digital signage screens are located in Reception, Refectory, Ingram, Peirse and Askwith, Lancaster buildings. This service displays information on school events, clubs etc. and is updated on a regular basis by IT support staff.

## Additional Equipment

As with many schools there are a wide variety of specialised peripherals in use which connect to the network. These include a sublimation printer, 3D printer, laser cutter, sewing machines, microscopes, musical equipment etc.





## JOB DESCRIPTION NETWORK MANAGER

|                        |                                                                                                                                                                                                          |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job title:             | Network Manager                                                                                                                                                                                          |
| Grade:                 | JE Grade 8 – Scale points 25 - 30<br>£28,785 to £32,878<br>Full time – 37 hours per week                                                                                                                 |
| Location:              | Saint Aidan's Church of England High School                                                                                                                                                              |
| Responsible to:        | Assistant Headteacher                                                                                                                                                                                    |
| Staff responsible for: | ICT Technicians                                                                                                                                                                                          |
| Job purpose:           | Strategic and operational responsibility for the maintenance and development of ICT facilities at Saint Aidan's to enhance the education of our students, and support and development of ICT Technicians |

### Main tasks and responsibilities:

#### Network management

- ♦ Be responsible for all Saint Aidan's networked infrastructure.
- ♦ Ensure Saint Aidan's networks have a robust and reliable infrastructure which meets the current needs and known future requirements of school.
- ♦ Ensure accurate documentation of the networked services is maintained including recording of installation/configuration changes and maintenance of all associated software licenses.
- ♦ Ensure an effective Disaster Recovery Plan is in place for networked services, testing when necessary.
- ♦ Raise internal purchasing paperwork for ICT related equipment/services and advise on value for money on all ICT related equipment and software.
- ♦ Liaise with external agencies to enable continued efficient and reliable access to the internet and any other externally managed aspects of network provision.
- ♦ Ensure network security by setting access levels for all users, supervising the daily back up of mission critical file servers and advising on all security issues relating to the network use.
- ♦ Liaise with SLT and external organisations to guarantee secure Internet provision and security of the networked services, including virus protection.
- ♦ Monitor the use of ICT facilities in school, in particular email and Internet, advising school leadership of any breaches in security or acceptable use, assisting in any necessary investigations of misuse.
- ♦ Manage the school networked accounts database, ensuring it is up-to-date and meets the requirements of members of the school community.
- ♦ Manage consumable supplies such as printer toner and equipment spares, ensuring adequate stock levels for essential supplies.
- ♦ Manage provision of network usage data, e.g. printing loads to show how school services are utilised and advise SLT on capacity planning etc.
- ♦ Set support priorities, balancing response to support requests with the need to follow planned monitoring, maintenance or development, in the context of support staff availability and wider ICT service demands.
- ♦ Facilitate and manage remote access to school networked services.
- ♦ Oversee the management of school tablet devices and laptops.

#### Network Development

- ♦ Advise school Senior Leadership Team (SLT) on the use of existing hardware/software and the development and purchase of new hardware/software.
- ♦ Maintain an accurate 5 year ICT plan which provides value for money but also ensures that school stays as close to the leading edge of technology as is practicable.
- ♦ Produce strategic project plans for major network developments/changes and advising on required resources/timescales.
- ♦ Liaise with external consultants when necessary on provision of additional ICT resources and facilities.
- ♦ Lead major installations/changes to the network

#### Work with staff and students

- ♦ Advise staff on compliance with relevant legislation – GDPR, Computer Misuse Act etc.
- ♦ Advise staff on their role in ensuring online safety, including the Prevent duty.
- ♦ Support in the planning and delivery of induction programmes for new and existing staff as regards using the school network.



## JOB DESCRIPTION NETWORK MANAGER

### /continued

- ◆ Provide support for teaching and associate staff in their use of ICT including attendance at relevant staff INSET.
- ◆ Be proactive in recommending future training requirements to SLT as highlighted by the problems and user requests presented to ICT support staff.
- ◆ Provide ICT support to staff with responsibility for managing administration systems, examination entries and the use of school data.
- ◆ Provide second level of in-school support for more complex user requests/problems relating to school networked services.
- ◆ Provide day to day line management for the ICT support team, including their workload and priorities.
- ◆ Carry out annual appraisal for other ICT support team members and negotiate specific personal development goals.
- ◆ Encourage the ICT support team staff to develop their education, skills and abilities
- ◆ Provide advice on ICT use to parents and students as appropriate.
- ◆ Support student use of loaned tablet devices and of tablet devices brought into school by students under our BYOD (Bring Your Own Device) scheme.

### Whole school role

- ◆ Assist in the development of school policies relevant to ICT.
- ◆ Implement the school policy on asset disposal, advising staff on safe disposal of equipment.
- ◆ Supervise the development and maintenance of an up to date, well designed secure school website which meets statutory obligations.
- ◆ Assist with other members of staff in providing a purposeful, orderly and supportive environment for learning.
- ◆ Support the wider life of the school as a member of staff.
- ◆ Act as the school's Data Protection Officer to ensure that the school is fully compliant with all aspects of GDPR.
- ◆ Build on existing links to develop and market a sustainable scheme for supporting ICT in primary school partners.
- ◆ Support other links between Saint Aidan's and other schools locally, nationally and internationally.

### General

- ◆ Ensure personal technical knowledge is kept abreast of changes and developments, regularly accessing key technical and education web sites and undertaking formal or informal training when required.
- ◆ Establish and practice good health and safety procedures within the network rooms and ICT suites and follow health and safety guidelines for elsewhere on the premises.
- ◆ Work within school policies and procedures.
- ◆ Attend staff training/meetings as appropriate.
- ◆ Be aware of the confidential nature of issues related work in a school.

**In addition, other duties at no higher a responsibility level may be interchanged with / added to this list at any time.**

### Equal Opportunities

The school is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help the school to apply our general statement of health and safety policy.

### Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.



| <b>PERSON SPECIFICATION FORM</b><br><b>POST TITLE: NETWORK MANAGER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Essential (E)<br/>or<br/>Desirable (D)</b>          | <b>To be identified by:<br/>application form (F),<br/>interview (I),<br/>reference (R)</b>   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b><br><br>Recognised computer or network management qualification at NVQ Level 3 or equivalent experience<br>Degree level qualification in computer related subject<br>Microsoft MCP, MCSE or MCSE qualification in Windows<br>Other relevant computing or network management qualifications, such as Comptia Server +, Comptia Network +, Cisco CCNA or Apple Certification<br>GCSE or equivalent qualification in English and Mathematics                                                                                                                                                                                                                                                                                                                                      | E<br><br><br>D<br>D<br>D<br><br>E                      | F<br><br><br>F<br>F<br>F<br><br>F                                                            |
| <b>EXPERIENCE</b><br><br>Experience of working in a Windows environment<br>Experience of a diverse range of Microsoft technologies<br>Experience of working with a medium or large network and undertaking complex network tasks<br>Experience of managing the work of other colleagues<br>Experience of working in a secondary school<br>Experience of managing Apple devices<br>Experience of Office 365<br>Experience with a managed wireless network<br>Experience of managing budgets                                                                                                                                                                                                                                                                                                          | E<br>E<br>E<br><br>D<br>D<br>D<br>D<br>D<br>D          | F<br>F<br>F<br><br>F<br>F<br>F<br>F<br>F<br>F                                                |
| <b>KNOWLEDGE/SKILLS/ABILITIES</b><br><br>Ability to plan, resource, manage and support ICT developments<br>Ability to relate well to young people and to understand their needs<br>Ability to work as part of a team and alone<br>Effective people management skills<br>Good time management and organisational skills<br>Good communication skills, both oral and written, including the ability to communicate complex technical issues and solutions<br>Knowledge of the data protection, safeguarding and licensing implications of running a network in a school setting<br>Knowledge of school MIS systems<br>Knowledge of a range of AV systems<br>Ability to offer useful skills beyond network management such as graphic design skills, or other skills which would be useful in a school | E<br>E<br>E<br>E<br>E<br>E<br><br>E<br><br>D<br>D<br>D | F//R<br>F//R<br>F//R<br>F//R<br>F//R<br>F//R<br>F//R<br><br>F//R<br><br>F//R<br>F//R<br>F//R |
| <b>OTHER</b><br><br>Commitment to undertake continuing professional development<br>Commitment to safeguarding and protecting the welfare of children and young people<br>Willingness to support the Christian ethos of the school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | E<br>E<br><br>E                                        | F//R<br>F//R<br><br>F/I                                                                      |

# Aspire Believe Succeed



## Our School Values

### We aspire

- ♦ to give each one of our students the best possible education to prepare them for a successful and fulfilling life
- ♦ to build a community based on mutual respect and tolerance
- ♦ to open minds and provide a rich experience inside and beyond the classroom

### We believe

- ♦ in a school with the Christian faith and Christian values at its heart
- ♦ in the God-given potential of each of our students
- ♦ in the value of every member of our school community of all faiths and none

### We succeed

- ♦ by excellence in teaching and learning
- ♦ by fostering a purposeful and disciplined atmosphere where all can thrive
- ♦ by students, staff, parents and the wider community working together



Ofsted say that relationships between students and with adults are first rate.



What the students say...

“The lessons are all absolutely brilliant! My favourite has got to be IT because we research all sorts of fun and fascinating things and I am learning so much.”

(Year 7 student)



“Saint Aidan’s is a very welcoming environment where nobody is lost and we are all treated as one. It has provided me with many opportunities to push myself, not just academically but with self confidence too.”

(Head Girl)

Our school “motto” is taken from John 10 v10 –

**“I have come that they may have life in all its fullness”.**

All we do at Saint Aidan’s is aimed at making this true for our students and staff.

