

IT NETWORK MANAGER



Champion
EDUCATION TRUST
A family of Schools



WELCOME

I am delighted that you have expressed an interest in the post of IT Network Manager at Champion Education Trust and I hope that after considering all the information you will make an application.

Champion Education Trust is a relatively new Multi Academy Trust established in October 2019 with two established schools in Blackburn with Darwen: one mainstream secondary school and one 11-19 special school along with a new special free school in Blackpool for children age 10 to 16 years. Our Trust has been established through the very close collaboration of the two schools in Blackburn along with the opening of our third school in Blackpool.

Our mission is to improve the life chances of all our young people within our supportive family of schools, providing opportunities to allow young people to achieve beyond expectation.

We are determined and passionate to ensure that all our staff are supported and trained to provide a first class provision for all our young people. Our leaders are encouraged and supported to work at local, regional and national levels that enables our Trust to keep abreast of the most current thinking and research in our profession.

Champion Education Trust has four key values that embody our ethos:

- Family and community; a sense of belonging and contribution
- Respect and celebration of differences
- Partnerships and working as a team
- Ambition and striving to do your best

I hope you are excited by the prospect of this post, if you require further information or have any questions about the role please contact the Trust CEO, Diane Atkinson, via email at datkinson@championtrust.co.uk

Wishing you every success on the submission of your application.

Yours sincerely,

Mrs Dot Thomson

Chair of Champion Education Trust

OUR VALUES



OUR ETHOS

We are a Multi Academy Trust who champion the disadvantaged and vulnerable, help to break down barriers, and allow students to reach their full potential. We want all students to defy expectations, remain undefeated, and leave education as an outstanding person.

We provide a first-class education through partnership and innovation; this includes world class teaching, unique in school therapy solutions, inspiring environments and an innovative curriculum. All students will achieve highly and go beyond what others thought possible, regardless of background, need or prior attainment, in a culture of high expectations and support.

We are dedicated to the successful future of every young person within the Trust and passionate about providing opportunities to allow young people to achieve beyond expectation by providing:

- Outstanding teaching and support
- Inspirational learning environments
- Aspirational futures and successful stories

OUR SCHOOLS



Blackburn Central
HIGH SCHOOL

Aspire and achieve

A popular, thriving secondary school based in the North West of England. They pride themselves on knowing and caring for all their students whilst having high expectations and ambitions for all.



Crosshill
SCHOOL

Prepare and flourish

An outward looking school for children with special educational needs. Their students overcome an array of learning difficulties to become successful young people prepared to move into adulthood.



Lotus
SCHOOL

Thrive and learn

Purpose built to accommodate students who have an Education, Health and Care plan for Social, Emotional and Mental Health. They ensure that students are fully supported to succeed.

ABOUT THE ROLE

IT Network Manager

- Required start date: ASAP
- 37 Hours per week, Full Year, Permanent
- Starting Salary: Grade I, SCP 34 - 38, £38,553 - £42,614

We are seeking to appoint an IT Network Manager to our central team. We are looking for someone who is suitably experienced and qualified to join our growing MAT. This is a key role within the central team as the successful candidate will be responsible for managing IT systems across the schools, for leading the strategic development of ICT and maintaining the Technical Support for the curriculum and administrative infrastructure of each school within our Trust.

We are looking for an experienced and confident candidate who has knowledge of Microsoft systems, network management and cloud based technologies. You will need to lead a small team of IT technicians as well as working with senior people within our schools and our central trust

This post offers an exciting opportunity for an ambitious and enthusiastic professional to join our Trust as we continue to grow in size.

What we can offer you

As a Trust we are dedicated to the successful future of every young person in our schools. We believe in family and community, we respect and celebrate differences, we work as a team with an ambitious agenda, always striving to do our best.

These values are reflected in the team of people who work for us, both within our schools and the central team. We strive to ensure all our staff have a range of professional development opportunities whilst ensuring a balanced approach to work and personal time.

As your future employer, we will provide

- Opportunity to join the local government pension scheme
- 25 days annual leave plus bank holidays
- Continuous professional development
- A supportive central team
- Friendly and supportive colleagues
- Access to Employee Assistance Programme

Closing date for applications is Wednesday 8th June, 12 noon

Interviews are scheduled to take place on Monday 13th June

Dates are subject to change

JOB DESCRIPTION

Reporting to:	Chief Financial Officer
Responsible for:	Assistant Network Manager, IT Technicians
Salary Range:	Grade I, SCP 34 - 38, £38,553 - £42,614
Working Pattern:	37 Hours per week
Working Base:	Hybrid Working
Level of Disclosure:	Enhanced

Job Purpose

- To provide a comprehensive technical support service covering on-site infrastructure i.e. network switches, servers, communication devices, desktops, mobile devices, and cloud-based platforms used by the trust i.e. Office 365. Maintenance of equipment and technical purchasing so as to ensure service levels are achieved on all operational services.
- To lead the Champion Trust technical support team with the intention of providing an efficient operational and technological support service across the trust.
- To advise on and assist in the development of the Trust's digital learning strategy and wider IT Strategic Plan, in order to support outstanding learning and ensure an evolving level of service to meet the constantly changing needs of the Trust, it's Schools and their partners, liaising with appropriate members of the Trust or School Leadership Teams.
- To work at a strategic level with Trust and School leaders to develop strategic direction of the use of IT to ensure efficiencies for business function, education of our learners and communication between schools and stakeholders



Main Tasks

- To provide technical support and development of the Trust and Schools' computer equipment and systems, in particular Office 365 and cloud provision across the organisation.
- To maintain and modify software and hardware environments on the schools' servers, client devices and communication devices in a controlled manner with regard to change management and operational considerations.
- Take the lead in maintaining the security of the schools' network, including firewalls, filtering, patching, anti-virus software, access control systems and data integrity, including back-up and recovery.
- To develop Trust IT policies and procedures for the use of ICT within the school environment
- To provide technical support, advice and training to staff and clients of the Trust.
- To be responsible for the deployment and line management of ICT Technicians within the Trust including coaching, mentoring and development of staff.
- To ensure best use is made of available time, skills and specialist knowledge so as to help all establishments within the Trust provide an effective ICT service, using a structured approach to plan, implement and record implementations of new technology.
- To be responsible for the effective management of the ICT resources within the trust
- To liaise with senior staff advising of necessary network upgrades and agreeing planned changes.
- To liaise with and advise senior staff on matters of enhancing improved use of ICT provision.
- Prioritise resolution of problems and determine if external support is required.
- Liaise with appropriate external agencies, including managing 3rd party service contracts for specialised equipment or more complex problem resolution.
- Maintain anti-virus, firewall and update mechanisms within the schools and access protocols for staff, student and guest use of the trust networks.



Key Job Activities

- To provide technical support and development of all ICT systems and infrastructure.
- To provide quality support and maintenance of existing ICT resources i.e. Interactive displays, servers, desktop and laptop systems etc.
- To work with the IT Support team to ensure ICT equipment is ready for daily use.
- To procure ICT equipment on behalf of the Trust schools including managing any associated budgets.
- To contribute to the creative innovation and delivery of ICT services throughout the Trust.
- To update appropriate staff on operational issues.
- To ensure the IT Support team maintain and modify software and hardware environments on PCs, servers and communication devices in a controlled manner with due regard to change management and operational considerations.
- To provide routine management of the network, including:
 - The management and general housekeeping of new and existing Microsoft Windows Server operating system machines.
 - Performing advanced diagnosis procedures PC's peripherals and applications.
 - Administration of user and computer accounts on the network.
 - Application of service packs, patches and firmware on all systems.
- To provide a comprehensive troubleshooting service on all servers and PCs, dealing with hardware and software issues.
- To carry out the installation, configuration and maintenance of Microsoft Windows and Apple OSX operating systems, communication devices, desktop PCs, laptop computers and any other software as deemed appropriate.
- To provide technical support and advice to all staff within our Trust and its schools.
- To maintain a comprehensive database of all support requests.
- To contribute to the identification and delivery of relevant ICT training for teachers and non-teaching staff.
- To ensure that all day-to-day operational issues are resolved in line with school policies and procedures.
- To ensure compliance with the General Data Protection Regulations (GDPR).
- To negotiate with suppliers in order to cost and procure ICT hardware and peripherals.

- To assist the Senior Leadership Teams of the Trust and schools in preparing necessary reports recommending new equipment and software, advising on compatibility of hardware, applications and operating systems according to user requirements.
- To negotiate with external agencies in order to cost and procure 3rd line support contracts.
- To ensure best use is made of available time, skills and specialist knowledge so as to provide a comprehensive and effective support service to the Trust and staff.
- To monitor and report on access to the Schools ICT systems and Internet access paying particular attention to security and safeguarding.
- Maintaining an up-to-date knowledge of developments in ICT, in order to:
 - Maintain and extend personal expertise in specific areas of ICT to provide appropriate advice and support.
 - Be aware of innovative ideas to enhance teaching and learning in the schools.

Support for the Trust and Schools

- To undertake personal development through training and other learning activities including performance management, as required.
- Working to objectives agreed with the Senior Leadership Teams of the schools and regularly reviewing performance against these objectives.
- Abide by the objectives and targets of the schools and follow relevant procedures and practices used in all aspects of the work including computerised and manual systems and the maintenance of relevant records.
- Fulfil personal requirements where appropriate with regard to the schools' policies and procedures, particularly relating to child protection, health and safety, confidentiality and data, equal opportunities, emergency evacuation, security and work standards, reporting all concerns to a nominated person.
- To work as part of a team and support the role of others at all times, contributing to the overall work and ethos of the trust.
- Fulfil any other duties within their field of expertise as requested by the Trust Leader or Head Teachers.

NOTE: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the schools' discretion in the future. As a general term of employment, the schools may affect any necessary change in job content or may require the post-holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the schools reserve the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements specified in your statement of particulars. This will also include weekend working. The schools reserve the right at their discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

PERSON SPECIFICATION

Job Requirements	Criteria		Method of Assessment		
	Essential	Desirable	Application Form	Interview	References
Qualifications & Experience					
Level 2 (GCSE qualifications) in English and Maths	✓		✓	✓	✓
Relevant level 6 qualification in a related subject	✓		✓	✓	✓
A minimum of three years business / IT experience	✓			✓	✓
Advanced knowledge of the Office 365 productivity suite and associated technologies	✓		✓	✓	✓
Experience of Windows Server 2016/2019, VMWare vSphere, SAN / NAS, Active Directory, GPO, Microsoft deployment technologies and Firewall technologies	✓		✓	✓	✓
Knowledge of managing L2/L3 switches, wireless systems and Hyper-V		✓	✓	✓	✓
Knowledge and understanding of Data Management, Disaster Recovery, Network Security and its importance	✓		✓	✓	✓
MCSA/MCSE/CCNA/ITIL/PRINCE2 qualification		✓	✓	✓	✓
Recent experience in IT project management	✓		✓	✓	✓
Recent participation in relevant professional development	✓		✓	✓	✓
Experience of using Microsoft Office - Word, Excel, PowerPoint, etc.	✓		✓	✓	✓
Experience of working in education / learning environments		✓	✓		✓
Experience of supervising / managing staff	✓		✓	✓	✓
Experience of using educational MIS software packages e.g. Sims.net/ Arbor/Bromcom		✓	✓		✓
Working with a range of professional agencies and colleagues	✓		✓	✓	✓

Job Requirements	Criteria		Method of Assessment		
	Essential	Desirable	Application Form	Interview	References
Knowledge					
Oversight & preparation of budgets and the appropriate monitoring and reporting of status	✓		✓	✓	✓
Ability to prioritise tasks, work quickly and accurately, particularly under pressure and to deadlines	✓		✓	✓	✓
Good communication skills in a variety of contexts	✓		✓	✓	✓
Good time management skills	✓		✓	✓	✓
Thinking creatively & imaginatively to anticipate/solve problems and identify opportunities	✓		✓	✓	✓
Excellent interpersonal & organisational skills	✓		✓	✓	✓
Excellent communication skills, both written and oral	✓		✓		
A caring approach and an ability to handle difficult situations in a sensitive and confidential manner	✓		✓	✓	✓
A professional outlook and personal stamina	✓		✓	✓	✓
Willingness to work outside of normal school hours	✓		✓	✓	✓
Full driving license and willingness to travel	✓		✓	✓	



HOW TO APPLY

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), references, right to work in the UK and verification of qualifications satisfactory to the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Please complete the Champion Education Trust application form via eTeach - [Available HERE](#)

Shortlisted candidates will be notified by email of the interview arrangements which may be a mixture of remote and face to face tasks. Please ensure your correct email address is provided on your application form.

Closing date for applications is 8th June 2022 at 12 noon

Interviews are scheduled to take place on Monday 13th June 2022*

*Subject to change

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

