Job Pack

IT Manager

Full Time, Permanent Post

Salary is dependent on qualifications and experience

KR8/KR9 £24,473 - £32,078

Academic Excellence, Personal Success

Weald of Kent
Grammar School

ABOUT US

Weald of Kent is a selective Girls Grammar School for 11-18 year olds with a roll of approximately 1300 students. The school is one of the highest performing schools in the Country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks. We have a long history of educating students from Sevenoaks and we look forward to finally being able to deliver this high quality education in their home town. In addition to the exciting new facilities that are due to open in Sevenoaks in 2017 we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style 6th Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.3% of students achieved 5 GCSEs grades A* - C (including Maths and English). We also enjoyed record-breaking A Level results for the second year running with 76% of our students achieving A*-B grades. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Thinking School

Weald of Kent is committed to developing fully the independent thinking skills possessed by our students. We were officially accredited as a Thinking School by Exeter University in March 2014. Our whole staff has been trained in the use of Thinking Maps, Thinkers' Keys, Habits of Mind and De Bono's 'Thinking Hats' which are used throughout the school to stimulate our students' thinking. We aim to develop our students' ability to move from sharing *what* they know, to *how* they know something

Staff Development Opportunities

As an accredited 'Investors in People' school we are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Investment in Excellence (IiE)
Performance development programme	Embedding Good Teaching
Relevant external courses and training	Embedding Outstanding Teaching
Thinking Schools training	Embedding Outstanding Leadership

THE TEAM

All staff are extremely school supportive and work exceptionally hard. Their commitment has secured higher standards across all areas of the school. Teams work effectively and closely within a framework that encourages rigorous self-reflection. All staff contribute to the school's self-evaluation process, the identification of priorities and very importantly the delivery of our ambitious targets. The use of mentoring/coaching approaches has been strengthened and a significant number of ideas have grown through the Investment in Excellence programme adopted.

We are all motivated and inspired by the students who have boundless energy and enthusiasm for learning in the classroom. This level of engagement is equally replicated in the way they respond to the vast array of extracurricular activities we offer. Weald of Kent students "walk the talk" and at any Key Stage they can confidently compile a CV that clearly demonstrates academic excellence and personal success.

The IT team consists of the IT Manager, IT Technician and Junior IT Technician and forms part of the broader support function within the School. Its purpose is to provide a professional, efficient, reliable and cost effective IT support service which facilitates and enhances teaching, student learning and general administration across the whole school.

The team support a network of approximately 600 school owned devices made up of PCs, laptops and some tablet or hybrid devices with a bring your own device scheme currently running for sixth form and staff. All of the school's core services are virtualised using HyperV, backed up using Redstor, and the switching fabric uses HP Procurve switches and Ruckus for the wireless provision. Users have the iamcloud plugin which enables all user space to be hosted off site though Office 365.

THE POST

Job Title: IT Manager

Reports to: Assistant Headteacher

Team: IT Support

Hours: 37 hours per week

Purpose:

To manage the strategic development of IT throughout the school within an agreed annual budget.   A proactive approach to developing the team members' ability to achieve high professional standards, both individually and collectively, is a core focus.

To be responsible for the day to day management and security of the schools systems, maintaining a continually reliable IT provision throughout the school within an agreed annual budget, monitoring network resources and predicting future expansion to benefit student learning and teacher efficiency. To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

Accountabilities

Working within the strategic direction set by the school on IT
- Contributing to the operational and strategic direction of the IT service;
- Finding efficient solutions to your sphere of the IT systems management through investigation, analysis and problem solving;
- Proactive development of your sphere of the IT support function to increase cost effective efficiency through the use of alternative processes or new technology.

Lead, develop and enhance the practice of all members of the IT team
- Play a key role in the selection of staff;
- Develop teams and individuals to enhance their performance through their ownership of their professional
- development plans and CPD;
- Evaluate the effectiveness of the team and individuals through the school's performance management system;
- Create, maintain and facilitate effective relationships.

Be accountable for leading, managing and developing the IT management processes within the school
- Operation of all budgets within IT;
- Providing a professional efficient and cost effective IT support service, with an emphasis on reliability and consistent performance of IT systems;
- Bring about, monitor and evaluate an IT culture that will bring positive benefits to student learning.

Specific Duties – IT Manager

Development Planning
- To liaise with relevant staff and maintain an IT Development plan for the school, providing short, medium and long term goals;
- To advise the Senior Leadership Team on appropriate future development projects and ensure IT related policies are in place and reviewed;
- To manage IT development projects from inception through implementation to completion and to evaluate completed projects;
- Play a lead role in the development and delivery of training to the school's staff in the use of IT.

Budget Management
- To plan the IT budget requirements annually based upon the development projects identified and trends in spending;
- To manage the budget for hardware, software and support contracts, printing, audio visual equipment, IT related grants and Capital Projects throughout the financial year;
- To adhere to school procedures on ordering and procurement of goods.

Network Management
- To manage the school physical servers and storage, monitoring performance, and ensuring appropriate redundancy is in place and upgrading systems as necessary;
- To manage the virtual server environment, monitoring performance and ensuring resources and upgrades are applied appropriately (HyperV);
- To manage the wireless network infrastructure including access point controller configuration, monitoring performance and expanding as necessary (Ruckus Wireless);

- To design and manage the wired network infrastructure including switch configuration and VLANs, ensuring fault tolerance, monitoring performance and expanding and upgrading systems as necessary;
- To be responsible for the design and management of group policies, ensuring appropriate access and network security;
- To design and monitor a data backup and data integrity;
- To liaise with external support agencies to resolve faults;
- To manage the IT helpdesk and knowledgebase and further develop its use;
- To oversee the documentation of the network and ensure that all appropriate inventories and documentation are in place and maintained;
- Responsible for disaster recovery and business continuity of IT systems.

Online Management
- Managing the security, protection and auditing of self-hosted web services;
- Managing, supporting and configuring back end web services such as IIS and SQL server;
- Responsible for domain registrations, hosting configuration and routing;
- Responsible for secure online access to key IT systems;
- Oversee the development and maintenance of the schools websites.

Systems and Services Management
- Ensure best value in the procurement of services and their associated support contracts;
- Ensure service and support contracts are maintained, reviewed and fit for purpose;
- Liaise with support providers of all of the external services provided to school.

Hardware and Software
- To provide 3rd line support for the IT equipment and software applications installed for the end user;
- Development of the schools Management Information System (SIMS) and staff training associated with this;
- To provide training to staff on relevant software, as required.

Audio Visual
- Plan, maintain and manage the audio visual provision within the school working with departments and suppliers to ensure classrooms are adequately equipped for their intended purpose – Promethean IWB, projectors and OneLan Digital signage.

Safeguarding
- To ensure IT acceptable user policies for staff and pupils are in place and reviewed.
- Responsibility for web filtering ensuring appropriate safe access for staff and pupils (Smoothwall);
- To review of esafety captures and escalate where appropriate (Impero);
- To access detailed reports on the use of internet browsers and email systems as required for safeguarding investigations.

Other requirements of the role:
- To work flexibly as part of a team, assisting with any day to day duties required of the team as the need arises.
- Coordination and collaboration across the whole school community.

ABOUT YOU (Person Specification)

Qualifications	Essential	Desirable
NVQ Level 3 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
ITL foundation or above		✓
PRINCE2 foundation and above		✓
Microsoft Certifications MCP, MCSA, MCSE		✓
Cisco CCNA		✓
Experience		
Experience of working with new technology	✓	
Skills & Knowledge		
Knowledge of the latest developments in IT	✓	
Able to communicate effectively, orally and in writing	✓	
Able to organise, prioritise and manage workload with efficiency	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Able to deliver training	✓	
SIMS		✓
HyperV		✓
Web filtering products such as Lightspeed		✓
Equitrac Print Management Software		✓
Office 365		✓
System Centre Configuration Manager		✓
Windows server 2016 / 2012r2		✓
SQL server and IIS		✓
OneLAN digital signage		✓
Range of client and mobile operating systems including Windows 10, Mac OSX, iOS and android		✓
Ruckus Wireless		✓
Personal Attributes		
Ability to inspire, challenge and motivate.	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	

Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

THE PACKAGE

Salary: Kent Range 8 or Kent Range 9 for a highly qualified and experienced candidate

Benefits:

Generous Pension Scheme (TP / LGPS)	Priority Admission for Staff Children*
Health Care Cash Plan	Free On-Site Parking
Childcare Vouchers	Cycle to Work Scheme
Kent Reward Scheme	Free refreshments and termly 'Cake Break'

From September 2017 Weald of Kent Grammar School will be located on two sites; Tonbridge and Sevenoaks. The successful candidate may be required to work at either or both locations.

* See Admission Policy on the School Website

THE APPLICATION PROCESS

Application forms can be found on our website and should be sent to Clair Wilkins, HR@Wealdgs.org. Please include a 1-2 side of A4 application statement or letter of application.

DATES

Closing date for applications: Sunday 30th July
Interview date: Interviews arranged at mutually convenient times due to the summer holiday period

Appointments may be made where a suitable candidate is found prior to the closing date.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.