SHELDON SCHOOL

Job Title: Network Manager

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

A = Application form	**C = Certificate**
I = Interview	**R = Reference**

	Essential	Desirable	Category
Technical Competency (Qualifications and Knowledge)			
Minimum A-level or Level 3 qualifications plus English and Maths at GCSE Grade C or above (or equivalent)	√		A, C
Suitable ICT qualifications to degree level / HNC	√		A, C
Professional Networking / Server / Virtualisation training or experience	√		A, I, C
Up to date knowledge and experience of operating systems including Windows 7, Windows 10, Windows Server 2012 R2, Windows Server 2016 and Linux Distributions	√		A, R, I
Professional certification for IT service management		√	A, C, R, I
Extensive knowledge & understanding of Windows & designing, configuring & managing networks, systems and information security	√		A, R, I
Evidence of other relevant up to date CPD and certifications		√	A, C, R, I
Specialist technical knowledge including but not limited to: Capita SIMS.net MIS, Hyper-V, VMWare ESX, Nakivo Backup, Sophos Antivirus, Microsoft Azure and Office 365, Zimbra (Email server), MDM for Apple devices	√		A, R, I
Specialist technical knowledge of hardware and maintenance procedures including infrastructure, servers and end user devices	√		A, R, I
Understanding of General Data Protection Regulations	√		A, I

Experience			
At least 2 years' experience of IT network management in educational establishments, ideally in a secondary school		√	A, R, I
At least 2 years' experience in technical design, implementation and support for an IT network infrastructure	√		A, R, I
Experience of procurement & budget management	√		A, R, I
Experience of scoping, developing and managing projects	√		A, R, I
Previous management experience		√	A, R, I
Skills and Attributes			
Ability to effectively lead , organise & motivate the work of a team	√		A, R, I
Ability to keep accurate records and maintain confidentiality	√		A, R, I
Highly organised, methodical with excellent attention to detail	√		A, R, I
Ability to demonstrate a proactive approach and show initiative	√		A, R, I
Excellent communication skills at all levels, both written and verbal	√		A, R, I
Ability to manage conflicting and changing priorities	√		A, I
Awareness of, and compliance with, school procedures & policies	√		A, I
Able to liaise effectively with external suppliers & contractors		√	A, I
Be proactive in recommending appropriate improvements in technology	√		A, I
Personal Qualities			
Strong interpersonal and communication skills	√		I
Ability to remain calm under pressure, prioritise & meet deadlines	√		R, I
A positive can-do approach with a strong work ethic	√		R, I
Able to solve problems & design solutions	√		A, R, I
Personable, approachable and courteous at all times	√		R, I
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	√		A, R, I
Energy, enthusiasm and resilience	√		R, I
High levels of integrity	√		A, R, I
Good sense of humour	√		I, R
Safeguarding			
Ability to demonstrate an understanding of safeguarding responsibilities	√		R, I
Other			
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	√		I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.