Candidate Brief

ICT Network Manager

Full time & Permanent

£33,167 - £38,312

BLENHEIM HIGH SCHOOL

LONGMEAD ROAD, EPSOM, SURREY, KT19 9BH

www.blenheim.surrey.sch.uk

BACKGROUND INFORMATION

The School

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of approximately 1310 students on roll including 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent and as a result the school is very popular. The intake comprises of students from all areas surrounding the school and ability levels are varied. Candidates should be entirely committed to the comprehensive ideal of education.

The school is under new leadership as of April 2017 and with a virtually new wider leadership team we are putting in place a comprehensive programme of measures to improve the consistency of teaching practices across the school, the quality of assessments and the impact of feedback, so that all students make good or better progress. Our last Ofsted inspection was in January 2017 and we were graded as 'Good' in two categories and 'Requires Improvement' in three, with an overall judgement of 'Requires Improvement'. The ethos of Blenheim High School now revolves around a growth mindset where all members of the school community are actively encouraged to develop the characteristics of constant improvement, being open to new ideas, hard work and resilience.

We converted to Academy status in March 2012 and we have developed many community and primary school links. We are fortunate to have outstanding facilities and we are a well-resourced school. All classrooms are equipped with interactive whiteboards and we work hard to provide a stimulating environment in which students can learn. We have an iPad for Learning Scheme under which all students have access to an iPad, the overwhelming majority having their own personal device. All teaching staff, therefore, need to be willing to engage with new technologies. Visitors to the school constantly remark on the calm, purposeful learning ethos that they observe. We are fortunate for the school to be situated in its own grounds and have grass football and rugby pitches along with gardens around the school. We also have an all-weather pitch.

The Role

We are seeking to appoint an experienced and highly motivated Network Manager who will be actively involved in the management and strategic development of the school's ICT infrastructure. We are well resourced and ICT facilities are excellent throughout the school. Currently in ICT we have four specialist ICT suites and a number of subject ICT clusters which support studies in the thirteen Curriculum Areas. A total of 450 Windows desktop computers, 55 macOS computers and 25 exam laptop computers are linked to our network. Every student and member of staff has access to an iPad as part of our iPads for Learning scheme. The Windows network is supported by 9 physical servers and 20 HyperV virtual servers, and a mixture of Netgear layer 2 and layer 3 managed switches. Printing is provided through 13 Follow-You multifunction devices, linked to a BioStore biometric identification

system. Every classroom has a SmartBoard and projector, though we are looking to gradually replace these with large flatscreen monitors. A campus-wide Meru/Fortigate WiFi network serves all indoor and outdoor areas through 105 access points. A 200Mb/s fibre link on a 1Gb/s carrier provides our internet connection.

Job Profile

The aim

To ensure all users have access to a reliable, fast and secure network to promote effective teaching, learning and administration. Responsible for the provision, maintenance and administration of the wired and wireless wide area network throughout the school, together with the associated hardware, software, peripherals and cabling.

Accountable to:

- Director of Finance & Operations

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key Accountabilities

- Maintain a safe, secure and effective IT environment for all users.
- Lead and manage the ICT Network team.
- Be responsible for the security of all data on the network, including virus protection and daily backups according to an agreed protocol.
- Keep fully informed of new computer hardware and software developments and how they can be used effectively within the school.
- Be involved in the long term planning of all aspects of the computer network.
- Keep up to date network logs to help analyse incidents and plan future services
- Maintain systems to minimize the impact of planned and unplanned down time.
- Ensure the ICT systems enable the school priorities as identified in the School Improvement Plan to be met.
- Keep an inventory of all ICT hardware and software, ensuring that the school does not breach its software licensing.
- Responsible for the budget for the day to day running of the network
- Liaise with suppliers to obtain the best deals on equipment and services
- Ensure helpdesk support requests are prioritized and effectively dealt with according to need.
- Maintain and ICT Disaster Recovery Plan.
- Undertake out of hours maintenance via remote connection, for example on the SIMS system, as required.
- Plan and implement a rolling replacement and maintenance programme for ICT hardware and software in conjunction with the Finance and Operations Director.
- Maintain documentation on all areas of the network, including topology, server specs, functions, configurations and network cabling.
- Ensure all relevant Health and Safety requirements are adhered to and that ICT staff work in a safe manner.

- Demonstrate a can do attitude at all times and deliver to the required quality of service within the agreed timeframe.
- Be proactive in anticipating problems and take action to prevent them from arising.

Person Specification

Essential

- Proven track record in a similar role.
- Extensive iPad and iOS, OS X, and Windows Server OS experience.
- A strategic thinker with excellent communication and management skills.
- Good working knowledge of Windows Server 2012 and 2016.
- Knowledge of switch management.
- Familiarity with Group Policy and Active Directory.
- Good working knowledge of a managed wireless network.
- Excellent verbal and written communication skills.
- Common sense and a logical approach to problem solving.
- Capable of producing accurate documentation.
- An innovative and positive attitude.
- Ability to work as part of a team.
- Ability to work to tight deadlines and manage time well.
- Flexible approach to working hours.

Desirable

- Knowledge of the Microsoft Azure platform.
- Experience with Powershell scripting.
- Experience with Ubiquiti switches and access points.
- Experience with VDI servers.
- Microsoft qualification such as mCP/MCSA/MCSE or hold other industry recognised qualifications.
- Previous experience in a school environment.
- Familarity with SIMS and PARS.
- Knowledge of Fortigate Firewall management.
- Experience of Meru managed wireless system.
- Knowledge of Apple device Enrolment Program (DEP)
- Knowledge of OS X Server.
- Knowledge of lightspeed Filtering and Mobile Device Management (MDM) systems.
- Knowledge of Microsoft Data Protection Manager (DPM).

General
- Demonstrate a keen interest in all aspects of school life.
- To show solidarity by supporting school policy, and the Governing Body and Wider Leadership team.
- Commitment to individual continuous professional development, wanting to 'get better' by building on strengths but also recognising development areas and actively seeking to improve them.

The Application Process

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Emma Matthews, Human Resources, matthewse@blenheim.surrey.sch.uk

Alternatively you may post or hand deliver your application marking for the attention of **Emma Matthews, Human Resources, Blenheim High School, Longmead Road, Epsom, Surrey, KT19 9BH**. The closing date for receipt of applications is **Thursday 24th May at 12 noon.**

To find out more about the school or to arrange a tour of the school please contact Mrs Mel Hart, PA to the Headteacher, headteacher@blenheim.surrey.sch.uk

Our school is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure. I enclose our policies for your information.

I should remind you that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.