



Recruitment Pack Network Manager



ENJOYING TODAY, PREPARING FOR TOMORROW

VACANCY DETAILS

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Network Manager

National Joint Council Pay Scale Points 26 - 32 £33,352-£38,812

Full time 37.5 hours per week, all year round with a standard start time of 7.30am, with flexibility for some late finishes to support whole school events.

Start date: As soon as possible

We are looking for an experienced senior Network Manager to join One In A Million Free School, to lead, manage and develop all aspects of IT, acting as the strategic digital strategy lead, supported in full during this exciting period of development by the Senior Leadership Team. You will work closely with Subject Leaders and the Assistant Principal for Teaching and Learning as we look to optimise our student's experience and ensure our learners have digital literacy and become workplace ready. In addition, you will work closely with our colleagues as we look to invest in IT resources that support our teaching and support teams, enhancing their environment and aiding their wellbeing. You will be able to demonstrate your background as a Senior ICT specialist with an outstanding knowledge of maintaining ICT hardware and software as well as an understanding of maintaining networks. If you thrive delivering consultative support at 2nd/3rd line level, then this is the perfect role for you.

You will be professional, forward thinking and have a desire for excellence in all that you do. You will have the ability to liaise with internal and external stakeholders at all levels, you will contribute significantly to Operations within School, supporting the School Business Manager with key tasks that aid the smooth running and further development of the site. The Network Manager will be responsible for two direct reports in IT and a budget for IT investment and development, together with a planned maintenance cost centre. You will report and present to SLT, Governors and business partner external stakeholders. You will be supported by way of remote support from a dedicated IT managed service company as the school looks to strengthen its support and end user experience.

Experience both inside and outside of the education sector is desirable, along with an ability to lead on project and development programmes against a dedicated budget. Experience of successful project management is essential.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in

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Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer:

- We are a small secondary, mainstream comprehensive school, with approximately 375 students across five year groups, so our class sizes are smaller. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to change the lives of young people from deprived socio-economic backgrounds. We place students at the centre of everything we do as a school.
- 25 days holiday, plus bank holidays.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured and provide wellbeing sessions to staff.

To apply for the role, please complete the application via the link on Tes.

Our doors are always open, so please feel free to organise an informal meeting and tour of the school if you are interested in finding out more. I look forward to warmly welcoming you to One In A Million Free School.

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

If you are shortlisted for an interview, an online search may be carried out as part of our recruitment process.

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The ethos and vision of the One In A Million Academy Trust is based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The "Hub and Spoke" Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our "Wheel of Hope" vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	Network Manager
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	School Business Manager
PEOPLE RESPONSIBILITY:	Two direct reports within the IT Department
BUDGET RESPONSIBILITY:	IT Budget

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sports, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

To support:

- The digital strategy development plan, acting as lead along with SLT colleagues.
- The provision of digital services across the school and as required for delivery of the National Curriculum.
- The installation, ongoing maintenance and administration of network systems for the efficient and smooth running of the digital services within the school

Provide the oversight of technical advice and guidance to teaching staff and school support staff ensuring digital services and products are consistent with the school's strategy and policies, so that they provide value for money. To manage a small team consisting of an IT Manager and an IT technician.

Network Managers are also responsible day to day IT support, including:

- Providing assistance and advice to staff and students as required.
- Provide technical support to academies ensuring IT systems are effective, efficient and secure.
- Overall responsibility for the day-to-day management of incidents and requests through the IT Freshdesk as per the agreed service levels.

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- Develop skills and knowledge of a modern cloud based educational IT environment and gain relevant qualifications. e.g., Google Educator programme, other relevant technical certification programmes.
- All roles in the IT team promote our school values, ethical values and moral purpose with strict adherence to confidentiality.

KEY RESPONSIBILITIES:

Your key responsibilities and duties are:

Supervision

- To manage workload and delegate tasks for a small team, assuring work has been completed to appropriate quality standards and to required deadlines.
- As the senior on-site presence, provide advice and guidance to a small IT team.
- To make a contribution to writing and reviewing policies, procedures and processes associated with digital services.

IT Change Delivery

- Work with IT Colleagues and support providers and where required, suppliers to build and run effective and efficient processes that drive optimisation and create maximum value for the school to achieve its digital strategy.
- To work with projects and programmes to ensure new Technology services meet agreed Acceptance into Service criteria.
- Support and help drive a 'Cloud 1st' approach to IT service and delivery, ensuring the school is Cyber secure and data is protected.

Technical Support

- Work with the ICT Curriculum Teacher on the integration and provision of digital services. This includes the local support needed for the Google Workspace environment and controlled assessments as necessary.
- Provide advice, guidance and assistance to teachers, pupils and other members of staff on use of digital services and the acceptable use and e-Safeguarding policies. Deliver or arrange training for digital services as required.
- Ensure the set-up devices such as laptops, data projectors, interactive technologies, sound systems and other specialist equipment, ensuring that systems are ready for use and operating correctly.
- Detect, diagnose and resolve network, computer, server and peripheral device faults. Interpret diagnostic information, prioritise resolutions and determine if external support is required.
- Contribute to information security within the school, such as the testing of backup and disaster recovery solutions, and that anti-virus and Cyber Security software is installed and kept up to date.
- Schedule IT maintenance activities across the school to minimise disruption and support change within the school.

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Health & Safety / Safeguarding

- Support the Senior Leadership Team in implementing the school's safeguarding policy.
- Implementing school backup, virus protection and security policies, including staff and pupil access to data and files, suggesting improvements where appropriate.
- In work areas, for themselves and their team, promote observance of a safe working environment including risk assessments, adherence to safety procedures and distribution of safety information for all personnel, where appropriate in relation to IT services.
- Ensure routine safety checks, including electrical tests, are carried out and appropriate records maintained.
- Ensure the safe and confidential disposal of obsolete equipment, used consumables and waste materials in line with the school procedures and legal requirements.

Administration

Maintain an up-to-date IT asset list for the school.

Take appropriate steps to ensure security of equipment, including asset labelling as necessary.

Use school processes, recommended suppliers and agreements to order equipment and supplies for use with the school.

Direct the IT Team in financial planning. e.g., help to estimate future budget requirements.

IT resource and service management

- Ensure the team keeps up to date with assigned tickets in the Fresh Desk system, updating, communicating status and closing as appropriate.
- Ensure that any assigned incidents and problems are fully addressed in line with service levels.
- Promote, seek opportunities for, and deliver continual service improvement.
- Escalation of incidents and requests as required within agreed Service Levels

Behaviours

- To model the schools Core Values at all times
- Adhere to staff policies and procedures
- Be a positive role model within the school, demonstrating a professional and proactive approach to work

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.

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- Commit to ensuring your own personal development and Continuous Professional Development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Proactively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- Take responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Take responsibility for Health and Safety of yourself and that of others.
- Promote the safety and wellbeing of students, and help safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy. Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to the Designated Safeguarding Lead or Deputy.

JOB DESCRIPTION

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Desire to continually improve the IT infrastructure and services within the school and constantly raising the bar	Interview & Application	E
Strong relationship-builder and based upon fact-based delivery on commitments – does what says they will, on time and ahead of deadline.	Interview & Application	E
Interested and passionate about delivering the best service for the students, staff and management	Interview & Application	E
Excellent communication (oral and written) and interpersonal skills with the ability to submit bids and development proposals to internal and external stakeholders	Interview & Application	E
A leader and a team player able to motivate others	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate.	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Degree educated (suitable IT qualification at Level 4+ could be considered)	Application & certificates	E
Experience of managing large numbers of end users in a fast-paced environment	Application & certificates	E

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Up to date knowledge of IT standards/protocols, and legislation including GDPR	Application & certificates	E
Technically competent (Active Directory, G-Suite, Office 365, Network etc	Application & Interview	E

EXPERIENCE

Aspect	Assessed by	Essential / Desirable
3 years of IT operational service delivery at a senior level to demanding customers	Application	E
Track record of delivery through a variety of resourcing and sourcing arrangements. Capability to leverage external providers and be convincing and influential	Application & Interview	D
Consistent - presents high level of business professionalism	Application & Interview	E
Excellent organisation and administrative skills	Application & Interview	D
Proven track record of building strong relationships and credibility at senior level across all internal functions	Application & Interview	E

SKILLS

Project management	Application & Interview	D
Budget management and financial acumen in relation to IT cost centres and deployment of funds	Application & interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills suitable to a board room environment)	Application & Interview	E
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience	Application & Interview	E

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Able to manage conflicting priorities and changing requirements in line with school values	Application & Interview	E
Ability to lead and manage people	Application \$ interview	E
High level of resilience and ability to adapt to change	Application \$ Interview	E
Strong understanding of Windows environments as we look to build on the current Apple infrastructure	Application \$ Interview	E
Understanding of AI	Application \$ Interview	E
Strong understanding of CCTV legislation and user rights and access	Application \$ interview	E
Evidence of continual CPD and investment in self and specialism (IT)	Application \$ Interview	E

JOB DESCRIPTION

READ ALL ABOUT IT!

There's so much **MORE** exciting news and information still to **discover about us**. To read further, simply go to the camera on your smart phone, hover over the QR code and follow the link it generates!

<p>SCAN ME</p> <p>with your smart phone camera to view our latest Ofsted Report, which reads GOOD!</p> 	<p>SCAN ME</p> <p>with your smart phone camera to view our quarterly Celebrate magazine</p> 	<p>SCAN ME</p> <p>with your smart phone camera to read our School Prospectus</p> 
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<p>SCAN ME</p> <p>with your smart phone camera to read and watch videos from Stars Awards 2018</p> 	<p>SCAN ME</p> <p>with your smart phone camera to view our website and read about all that we do!</p> 
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We look forward to receiving your application prior to the closing date.



Visit **YouTube** and search '**One In A Million Bradford**' to watch our informative videos

JOB DESCRIPTION

Student Voice

"It's a very accepting school. They accept students no matter where they have come from. The Teachers are very understanding. They treat you very nice. I enjoy being at One In A Million because they have lots of activities".

Vinny

"It's an awesome school because every Teacher take cares of you in every way and they have good people here".

Rahat

"I prefer One In A Million because there are good teachers and good people in this society. I've learnt many things from Year 7 until now in Year 9. If I didn't come to One In A Million, I don't think that I would've had a clue about what I want to do when I get older. I want to become a teacher or a football player".

Hamad

"It's a caring school with caring Teachers and they have friendly people".

Fawzihah

"The lessons are fun. The school is small so you get to know everyone. The school has good equipment and staff. Even if the lessons are a bad subject, the Teachers know how to make it enjoyable".

Nathan

"It's a very good school. They look after people. They have good people in the school and school is very nice".

Amaan

JOB DESCRIPTION

Staff Pulse



I started at One In A Million Free School in September 2015 on a two-year Business Admin Apprenticeship, then became the Attendance Manager and Data & Exams Officer and now I am a Head of Year. One In A Million has given me the opportunity to develop my career into a role which I find rewarding everyday. Working in a school full of dedicated staff and students who are constantly striving for excellence is something that I am proud to be a part of!

**Liam Brennan,
Head of Year**

Coming to work everyday is easier when you work with the loveliest colleagues.

**Sophia Kadir,
Learning Support
Assistant**

I can't thank OIAM enough for their dedication and support in helping me through my career journey. From Volunteering one day a week, to becoming a Learning Support Assistant and now being a Pastoral Leader and Designated Safeguarding Lead, it's safe to say that OIAM have given me life changing opportunities and continue to believe in me and my ambitions.

**Katy Woodcock,
Head of Year / Designated
Safeguarding Lead**

Being a small school, this gives it a real sense of community and you get to know both the staff and students really well. The staff are a real strength, they really believe in the well-being and development of all students. They are caring, helpful and supportive, and always go above and beyond.

**Nick White, PE/Geography
Teacher**

At One In A Million we are a family, we have a very supportive and understanding team.

**Sharee Tingle,
Cover Supervisor/
Co-ordinator**

I started at OIAM as a part time sports coach delivering PE for the school and alternative provision. I was then given the opportunity within the school PE department as a full time unqualified PE teacher. OIAM then supported me through my teacher training and within 3 years of my start at OIAM I was a fully qualified PE teacher. 8 years later I am now Head of PE and also oversee our whole school house system. Through the values and vision OIAM have supported me throughout.

**Charlotte Stuart
Head of PE**

JOB DESCRIPTION



CONTACT US by post, telephone or email. Our details:
A: One In A Million Free School, Cliffe Terrace, Bradford, BD8 7DX
T: 01274 723439 E: school@oneinamillion.org.uk

 www.oiam.org/freeschool/