

**Central MAT Office**

The Diocese of Coventry Multi Academy Trust  
St James' C of E Academy  
Barbridge Road  
Bulkington  
Bedworth CV2 9PF

**Candidate Information**

Network Manager  
Harris Church of England Academy

# About the Multi Academy Trust



## The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

## **About the Role**

The Trust is looking to appoint an inspirational and highly effective Network Manager who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £41,496 per annum FTE
- Eligibility to join the Pension Scheme

## **Applications**

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Valerie Moody at [moody.v@harriscofeacademy.co.uk](mailto:moody.v@harriscofeacademy.co.uk) to make arrangements.

Please note the closing date for applications is 9am, 13<sup>th</sup> November 2023. Completed applications and supporting documents should be sent via email to [recruitment@harriscofeacademy.co.uk](mailto:recruitment@harriscofeacademy.co.uk).

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Pre-screening calls will take place on 16<sup>th</sup> and 17<sup>th</sup> November 2023.  
Interviews will take place week commencing 20<sup>th</sup> November 2023.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

## Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.*

*Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'*

Bishop Christopher



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



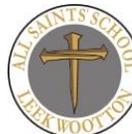
**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

# Network Manager

## Job Description

### KEY PURPOSE

- To effectively manage the IT infrastructure of the school and, in conjunction with the Senior Leadership Team, develop a medium and long term plan of ICT, ensuring that they are reliable, secure, efficient and at the forefront of technological advance and that the school makes the best possible use of resources available.
- To support and develop ICT tools and applications to assist with teaching and learning and school administration.
- To supervise users, use of all ICT equipment and network holding all users to account for good, appropriate and safe use of the School's infrastructure.

### ACCOUNTABILITIES

The appointee will be line managed by the Assistant Headteacher

### PRINCIPAL RESPONSIBILITIES

#### General Responsibilities:

- Provide direction, support and maintain a good understanding of technology for the curriculum and administrative teams and contribute to strategic planning across the organisation.
- Advise on the school's ICT Infrastructure budget/expenditure plan ensuring value for money, to which this will be recorded and planned accordingly.
- Develop regular maintenance programmes for ICT systems, undertaking and/or arranging repairs where necessary within the current expenditure plan.
- Devise and implement, innovative solutions to problems using a range of systems and applications (e.g. internet, email, anti-virus software, communications, Wi-Fi etc). Ensuring that new services comply with current legislation including The Data Protection Act (GDPR), Health and Safety and Freedom of Information.
- Liaise and oversee third line support contracts, reporting back to the Assistant Headteacher and/or Headteacher.
- Assist in the induction and training of new staff providing initial basic training to allow access to the school network and ICT equipment.
- Lead, monitor and update the Schools Information Management System and to complete routine jobs and checks to ensure its effective running.
- Liaise and support all subject departments and faculty with the delivery of IT provided services. Monitoring the use of the IT network providing guidance on training and develop for user.

- Be responsible for the security of ICT equipment and resources across all platforms. Maintaining the integrity and security of electronic data including, but not limited to, virus protection and backup strategy and implementation.
- Provide strategic direction, knowledge and expertise to influence and formulate school policy across the organisation.
- Be responsible for ICT asset Management and software licence management across the organisation.
- Develop, advise and update on the school website and its performance and security. Ensuring that it complies with current legislation including The Data Protection Act.
- Develop expertise to an advanced level in the main software packages used within the School, in order to support and advise all staff in the use of such packages.
- Oversee and liaise with external companies in regards to the maintenance of any services and solutions sourced externally. Ensuring that services/contractors comply with current legislation including The Data Protection.
- Be responsible for securing backups and restoration of school data on and off School Site.
- Ensure network functionality is thoroughly tested, maintaining network security, firewall protection, system uptime and system penetration.
- Manage the creation of user accounts for staff and students internal and external and monitor their use to ensure that school policies are adhered to.
- Advise on the extension and improvement of computing equipment and software and perform necessary installation and upgrades. To manage the maintenance, upgrading, configuration, distribution and installation of computing equipment, software, network services and communications.
- Maintain a fault reporting system for the network and any associated ICT equipment, ensuring all fixes take place within a reasonable response times.
- Assist the Leadership Team in the development of school wide projects and facilities, including obtaining quotes.
- Support the delivery of ICT across the curriculum.
- Demonstrate a willingness and ability to work flexibly, sometimes outside of normal core hours, in order to ensure the school's objectives are supported and the continuity of ICT services are maintained.
- Provide comprehensive management information and reports regarding service trends and incident analysis, using industry standard metrics.
- Ensure an asset register is maintained for all assets that are under the remit of the ICT department.
- Undertake such duties and responsibilities of an equivalent nature as may be determined by the Headteacher.

#### Line Management:

- Line manage and undertake performance management of ICT Technicians and/or apprentices.
- The post holder will be expected to display initiative and adhere to licensing, data protection and health and safety legislation. Training will be supported to enable the post holder to provide the highest quality service to the use and development of ICT within the school.
- Assist, advise and supervise the work of the ICT technician team and set standards for professional conduct, including carrying out staff development reviews, identifying training needs and prioritising workloads.
- Manage and prioritise demanding workloads to meet urgent deadlines whilst still maintaining the quality of work and ensuring immediate availability to support for urgent problem solving.

### ICT Service Desk:

- To oversee the management of the ICT Service desk and its ticketing system to ensure jobs are being completed within a reasonable time.
- To analyse the ICT Service desk to ensure common issues and training requirements are addressed for users and technical staff.

### Health and Safety:

- To look out for, delete and dispose of any illegal and unlicensed software on computers throughout the school and keep license usage reports.
- Complete ICT specific audits as required and give advice to the leadership team on matters to resolve i.e. DSE Assessments.
- Monitor the implementation of ICT specific health and safety procedures and report to the Leadership Team and Governing Body on issues, as necessary.
- Lead on the monitoring and review of data storage and security and provide advice and guidance to all staff on policy.

### General Data Protection Regulation:

- Adhere to Trust's data protection policies and processes
- Lead on Data Protection in school and support the work of the Trust's Data Protection Officer.
- Carry out data protection impact assessments (DPIA) on new and developing areas that require data processing & recording.
- Support the DPO to ensure that where required; evidence of compliance is recorded as required in the MAC data protection policies and processes.
- Ensure the School's ICT infrastructure, data storage and usage are GDPR compliant.
- Report any data breach of the School's ICT acceptable use policy to the Data Protection Lead.
- Ensure GDPR principles are embedded in normal working practices of the School.

### Training and Development:

- Provide individual and group training as required to all staff and students.
- Carry out staff inductions and keep records of staff training and compliance.
- Maintain appropriate levels of training in the role, keeping up to date with new initiatives and developments in ICT.
- Attend events and training as required.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Network Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

### **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

### **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1	Degree in computing or computer science or recent industry certifications e.g. Microsoft, Google, Networking, ITIL, CompTIA		X	X		
2	3 years' Experience or appropriate qualification that show high levels of understanding of network and cloud infrastructure integration.		X	X		
3	Experience and understanding of anti-malware software, network security issues and systems back up configuration and management. Experience of disaster recovery planning desirable.	X		X	X	
4	Experience supporting all Windows operating systems, PC and server hardware and audio-visual technologies	X		X	X	
5	Good knowledge of physical and logical network infrastructures and topologies.	X		X	X	
<b>Professional Experience and Knowledge</b>						
1	Experience of Windows and PowerShell scripting.		X	X	X	
2	Experience using Microsoft tools: Active Directory, Group policy, DHCP and DNS management.	X		X	X	
3	Experience using Microsoft tools: SCCM, cloud integration and administration of Azure AD and Microsoft 365	X		X	X	
4	Experience of Google products and services, particularly integration with Microsoft 365.		X	X	X	
5	Experience in 'Green technologies' and reduction in energy usage strategies.		X	X	X	
6	Experience of Cyber Security, protecting and recovering networks and devices from cyberattack.		X	X	X	
7	Experience of enterprise/group level management of software licensing, in particular Microsoft licensing.	X		X	X	
8	Experience of developing and managing Wi-Fi technologies	X		X	X	
9	Experience of designing and managing Local Area Networks – routing and switching, structured cabling	X		X	X	
10	Proven track record of identifying, analysing, and resolving problems both individually and working with others.	X		X	X	
11	Data Protection / GDPR knowledge and experience	X		X	X	
12	Experience of Office productivity tools and Microsoft Teams	X		X	X	
13	Experience of working in a school environment interpreting Government legislation relating to schools.		X	X	X	
14	Experience of successfully managing projects from inception to completion.	X		X	X	

15	Experience of reviewing systems to ensure the robust evaluation of performance and actions to secure improvements.	X		X	X	
<b>Personal Qualities</b>						
1	Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level to a wide range of audiences.	X		X	X	X
2	A strong ability to analyse, interpret and resolve ICT problems and to develop, report and implement practical, workable solutions.	X		X	X	X
3	Ability to complete work to the required standards and to agreed deadlines.	X		X	X	X
4	Ability to develop and maintain effective working relationships with a wide range of people	X		X	X	X
5	Excellent organisational skills, with the ability to use own initiative and work proactively both in a team and independently.	X		X	X	X
6	Project management skills, understanding designs and project plans.	X		X	X	X
7	Experience of leading and directing a Technical team.	X		X	X	X
8	Demonstrates a flexible approach to work to enable effective delivery of service.	X		X	X	X
9	Able to work under pressure and to deadlines and deliver excellent results.	X		X	X	X
10	Ability to work in a team.	X		X	X	X
11	Calm in a crisis to bring about resolution.	X		X	X	X
12	Ability to adapt to changes in the workplace.	X		X	X	X
13	Understanding and commitment to the safeguarding of children.	X		X	X	X
14	Commitment to the School and MAT's ethos and aims.	X		X	X	X
15	Commitment to equal opportunities.	X		X	X	X
16	Exemplary levels of integrity	X		X	X	X

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of Network Manager

Signed .....

Date .....