



WE ARE ASTREA

## Network Manager

ASTREA ACADEMY SHEFFIELD  
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





## O PEN LETTER FROM OUR EXECUTIVE PRINCIPAL, KIM WILSON

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. We are an all-through academy in Sheffield, and this is our third year since opening. September 2021 brings an exciting time for us – we are now moving into our first groups in KS2 and KS4 – it has gone so quickly! This is a rare and unique opportunity to join us on our journey - **where ambition has no limits!**

It is key to understand the context of our wonderful academy. We are a city centre school, where we serve the local community of Burngreave. 98.5% of our cohort are from Ethnic Minority Groups, 55% of our pupils are disadvantaged, with 46% currently receiving Free School Meals (national is 13.3%). Children with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. We are here to ensure all children receive the outstanding education and life chances that they are entitled to.



The Academy opened its doors for the first time in September 2018 and will in time be a 2 – 18 provision. We welcomed our first children in nursery, reception and year 7 as well as a brand new complement of staff. Since then we have grown each year, and we currently have 600 children, spanning years 7, 8 and 9 in our secondary building and nursery, reception, year 1 & 2 in the primary building. We are delighted to say we are the school of choice in the area and have recently found out we are oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few).

Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

We work within a supportive learning community of staff, parents and children, enabling a world of learning opportunities which will inspire and motivate scholars of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking **distinctive and exceptional** individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.

#WeAreAstrea

Yours sincerely,

**Kim Wilson**  
Executive Principal at Astrea Academy Sheffield



# JOB DESCRIPTION

<b>SALARY</b>	SCC Grade 7 – Scale point 27-31 (£31,346 – £34,728)
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Full Time

## Purpose

The Network Manager will oversee the efficient and effective operation and planning of ICT infrastructure across the academy site, while providing hands-on ICT support to staff across the academy. They will be responsible for all ICT hardware and software, servers, storage management, security, disaster recovery/business continuity.

## Main Duties and Responsibilities:

### Main Duties

- ★ Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the academy's ICT hardware, software and network infrastructure including:
  - Servers
  - Wired and wireless network devices
  - Network security
  - System performance
  - Network infrastructure (DHCP, DNS, Switch Management)
  - Management Information Systems - SIMS/FMS
  - Workstations and mobile devices
  - Software, local and cloud-based
  - Ethernet cabling
  - Printers
  - Interactive Whiteboards and projectors
  - Email system
  - School Virtual Learning Environment (Frog)
  - Website administration
  - CCTV
  - Telephony
- ★ Strategically plan for the future of ICT hardware, software and network infrastructure at the academy.
- ★ To work closely with SLT to promote and advance the level of ICT throughout the academy by creating an ICT Training Policy to consider the provision of training sessions in the use of both hardware and software, for staff to provide some classroom support for scholars by the creation of (or assisting in the creation of) training materials as appropriate; and by the provision of technical support in the use of ICT in the classroom to meet curriculum priorities and administration needs
- ★ Responsible for the creation, configuration, administration and management of network systems (user accounts, ID's, passwords, menu systems, etc) to meet school needs
- ★ Review and backup system to ensure against loss of data through error, abuse, malfunction or disaster
- ★ Resolve ICT problems reported by staff, referring to external support organisations where necessary and keeping staff informed of progress with solutions through the Helpdesk
- ★ Act as point of contact regarding all technical issues with manufactures, suppliers, ISP and external support organisations
- ★ Responsible for pricing and procurement of ICT devices, software, repairs and contracts, including sourcing best pricing from suppliers and completing order forms as appropriate
- ★ Ensure that ICT equipment and workstations meet the requirements of health and safety legislation and are



maintained in a secure, clean and safe manner

- ★ ★ Maintain all necessary records and documentation including network maps and inventories and details of licences, warranties and equipment checks as necessary
- ★ ★ Support the administration team in the upkeep of Management Information Systems, offering guidance and assisting with data management.

#### Desktop & Application support

- ★ ★ Perform a wide range of hardware repairs and upgrades
- ★ ★ Detect, diagnose and resolve most PC, printer and peripheral device faults
- ★ ★ Follow instructions to install and upgrade client and server applications.
- ★ ★ Identify and install essential software patches
- ★ ★ Identify application compatibility issues.

#### Server & Network Support

- ★ ★ Manage active network components including switches, wireless access points and controllers, routers and bridges
- ★ ★ Install software on server, troubleshooting installation
- ★ ★ Maintain hardware and software on servers
- ★ ★ Set disc space and printer quotas
- ★ ★ Create and manage access rights for network shares
- ★ ★ Monitor system logs
- ★ ★ Manage remote access to the school's network

#### Configuration & Installation

- ★ ★ Assist in creating and implementing a structured approach to rolling out new hardware or software, including procurement, testing and assessing the needs for user training
- ★ ★ Manage collection of, appropriate access to, and storage of relevant data
- ★ ★ Plan and implement installation of PC's, printers, interactive whiteboards, projectors and other network and ICT devices

#### General

- ★ ★ Effectively communicate (verbally and in writing) technical information at an appropriate level
- ★ ★ Ensure compliance and actively promote Health & Safety at Work legislation

## PERSON SPECIFICATION

#### EXPERIENCE

- ★ ★ Experience trouble shooting and resolving switching issues
- ★ ★ Experience with a range of wireless technologies
- ★ ★ Experience managing, maintaining and implementing a range of network backup systems & software.
- ★ ★ Experience with patching and structures cabling troubleshooting and best practices
- ★ ★ Network administration
- ★ ★ Network and server implementation experience

#### EDUCATION & QUALIFICATIONS

- ★ ★ GCSE English & Maths grade C or above (or equivalent)



- ★ ★ Good further education in an appropriate subject

### SKILLS & KNOWLEDGE

- ★ ★ Strong project & personnel management skills
- ★ ★ Strong knowledge of Microsoft platforms
- ★ ★ Strong working knowledge of IT best practices and data protection legislation
- ★ ★ Excellent written and oral communication skills
- ★ ★ Good organisation and management skills
- ★ ★ Be able to work as part of a team
- ★ ★ Be friendly and have a flexible approach to work
- ★ ★ Be able to work on own initiative and be self-motivated
- ★ ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ ★ Effective time management

### This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*