



WE ARE ASTREA

Network Administrator

ASTREA ACADEMY DEARNE  
PART OF ASTREA ACADEMY TRUST IT TEAM

APPLICANT BRIEF





## Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

- Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.
- Share our commitment to an inclusive, aspirational and academic education for all pupils.
- Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.
- Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities and we welcome challenge and ambition.
- Are authentic, visible and driven.
- Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards
- Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes,



**Rowena Hackwood**  
CEO at Astrea Academy Trust



## O PEN LETTER FROM OUR DIRECTOR OF TECHNOLOGY AND ARCHITECTURE

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy. We are a Trust of 8 secondaries, 18 primaries and 1 special school serving a community of over 14,000 young people and their families. We always look for the best in all situations and the post pandemic time brings exciting opportunities for IT but also for the wider education system. **We have learned so much and we can do so much more!**

It is key to understand the context of our Trust. Our academies are located in 4 different local authorities within Sheffield, Doncaster, Barnsley and Cambridge. Many of the communities we serve are disadvantaged, or come from ethnic minorities which means a part of our challenge is to strive for equality of opportunities for all, regardless what their circumstances and background.



We are a team of like-minded IT professionals with a dedication to improvements in putting technology to its best use to serve our pupils and staff. We work within a supportive learning community of staff, parents and children, enabling a world of learning opportunities which will inspire and motivate children and young people in our care, as well as our academic and support staff to achieve excellence and create the successful path for their future. We want to support our teachers in delivering inclusive and innovative environment for their pupils and want you to be a part of these efforts.

This is a truly unique 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.

Yours sincerely,

**Lukasz Wrona**  
**Director of Technology and Architecture**



# JOB DESCRIPTION

<b>SALARY</b>	£25k to £30K
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Full Time
<b>REPORTING TO</b>	Regional IT Manager
<b>LOCATION</b>	Based at Astrea Academy Dearne

### Purpose

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

### Main Duties and Responsibilities:

#### Main Duties

- ★ Responsible for maintaining all technical aspects, configuration, operation, maintenance, and development of the academy’s ICT hardware, software and network infrastructure including, but not limited to:
  - Servers,
  - Wired and wireless network devices
  - Network security
  - System performance
  - Network infrastructure (DHCP, DNS, Switch Management)
  - Management Information Systems – Bromcom
  - Workstations and mobile devices
  - Software, local and cloud-based
  - Ethernet cabling
  - Printers
  - All AV equipment
  - Email
  - School online systems
  - Website administration
  - CCTV & Access Control
  - Telephony
  
- ★ Working as part of the Astrea IT Team to plan for the future of ICT hardware, software and network infrastructure at the academy.
- ★ To work closely with the academy to promote and advance the level of ICT throughout the academy by 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 configuration, administration, and management of network systems (user accounts, ID’s, passwords, menu systems, etc) to meet school needs
- ★ Review and backup system to protect the school against loss of data through error, abuse, malfunction, or a disaster
- ★ Resolve ICT problems reported by staff, referring to external support organisations where necessary and keeping staff informed of progress with solutions through the use of Helpdesk systems in accordance with policies of



#### Central IT

- ★ ★ Participate in project and other work for the Trust as directed by Central IT team and the line manager
- ★ ★ Act as a point of contact regarding all technical issues with manufactures, suppliers, ISP and external support organisations
- ★ ★ 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.
- ★ ★ Operate within the Trust-wide approach and policies and adhere to the instructions from the line manager or Central IT.

#### 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 maintaining all equipment at a secure level
- ★ ★ Identify application compatibility issues and lead to resolution escalating as appropriate

#### Server & Network Support

- ★ ★ Manage active network components including switches, wireless access points and controllers, routers and bridges
- ★ ★ Install software on server as directed, troubleshooting installation
- ★ ★ Maintain hardware and software on servers
- ★ ★ Set disc space and printer quotas
- ★ ★ Create and manage access rights for network shares and other systems used by the school
- ★ ★ 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, naming,
- ★ ★ Assess the needs and deliver user training in accordance with Trust-wide approach
- ★ ★ Manage appropriate access to, and storage of relevant data
- ★ ★ Plan, implement or coordinate 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 meeting the needs of customers
- ★ ★ Ensure compliance and actively promote Health & Safety at Work legislation
- ★ ★ Work as an integral part of the Trust IT team, adhering to guidance, instructions and participating in the wider work or projects of Central IT as directed
- ★ ★ Actively seek opportunities to contribute to supporting all staff in the school and team colleagues within a wider IT team.
- ★ ★ Always display a positive attitude towards pupils and staff, work, school, Trust and colleagues within the Team.



## 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 administration experience

### EDUCATION & QUALIFICATIONS

- ★ ★ GCSE English & Math's grade C or above (or equivalent)
- ★ ★ Good further education in an appropriate subject

### SKILLS & KNOWLEDGE

- ★ ★ Excellent customer service skills
- ★ ★ Strong project & personal 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 Trust
- ★ ★ 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)*