

**Ofsted**  
Outstanding  
Provider



**Moorlands**  
Learning Trust



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER  
PARTICULARS FOR  
THE POST OF:**

**Assistant IT Network  
Manager**

**DECEMBER 2021**

**Ilkley Grammar School**  
**Assistant IT Network Manager**  
**Scale Pay Point Range 23 -28**  
**Actual Annual Salary £27,741 p.a. - £32,234 p.a.**  
**Pattern of hours will be 37 hours each week**  
**7.45am to 3.45pm with a 30 minute unpaid lunch each day and an early finish**  
**of 3.15pm one day each week**  
**All year round**

**Some flexibility will be required, on occasions, to suit the operational needs of the school.**

**PRIME OBJECTIVE OF THE POST**

To support the IT Manager in leading, managing and supporting all technical aspects of IT, ensuring a comprehensive, efficient, effective and proactive service to the Academy, supporting the overarching aim of continuous school improvement, expanding and developing the provision the Academy offers.

**Reporting to:**

**Trust IT Network Manager.**

**Job Summary:**

- Providing support for the operational running of the IT network infrastructure and IT resources within the Academy. Working with the IT Network Manager to optimise the IT department's performance and ensuring the security and integrity of the IT network infrastructure.
- Deputising for the Trust IT Network Manager if absent, ensuring network stability and security is maintained.
- Providing support for the provisioning and maintenance of organisational directories including, but not exclusive to, Active Directory, group policies and SIMS, ensuring appropriate secure access and network integrity
- To support O365 usage including the development of Sharepoint intranet sites and MS Teams across the organisation alongside effective management of file storage systems, maintaining security and password management
- To support the specialist requirements of the Design Technology, Media Studies, Computing and Art teams
- Providing support in administering and developing IT systems including telephony, print, web filter, firewall, antivirus, Mac and Windows OS deployment, network infrastructure, backup systems, MDMs, catering IT systems and digital signage.
- Providing first line response to staff and students in the use of IT, ensuring prioritised solutions to support teaching and learning and whole school systems, always demonstrating a quality customer service focus.
- Ensure availability of relevant IT/AVA systems for all school internal and external events such as Open Days and Parent Evenings
- To implement software updates as required, ensuring these are done in a timely manner and do not affect business continuity
- Supporting the IT Network Manager in achieving best value for IT expenditure and deploying IT resources most effectively to meet the requirements of the organisation.
- Maintain documentation including detailed and up-to-date records of hardware and software assets, including network mapping and location documentation. Maintain a knowledge base including the addition of detailed information for new and existing IT solutions.
- Working with the IT Network Manager to develop IT systems and practices in line with the evolving demands of the Trust and advances in relevant technology.
- To be flexible in actively pursuing continuing professional development to ensure expertise is developed and maintained for all core IT systems and infrastructure, including any new developments and technologies

- Providing support with implementing risk management and disaster recovery strategies in collaboration with the IT Network Manager.
- As directed by the IT Network Manager, liaison with colleagues in the Moorlands Learning Trust in order to share good practice and to achieve both consistency and economies of scale.

**Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall and Lunchtime duties
- To support, uphold and contribute to the development of the Academy’s Equality policies and practices in respect of both employment issues and the delivery of services to the community.

**General Accountabilities**

- Be aware of the school’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- Be aware of and comply with the code of conduct, regulations and policies of the school;
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

**VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Recruitment and Selection Policy Statement**

The Academy’s Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with all associate staff roles. this post is subject to the satisfactory completion of a six month probationary period.

**Agreed by:**

**Post Holder:**

**Print name**.....

**Signature**.....

**Line Manager:**

**Print Name**

.....

**Signature**.....

**Date:** .....

**PERSONNEL SPECIFICATION**  
**Assistant IT Network Manager**

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English & Maths	E	Application form and selection process
<input type="checkbox"/> ICT qualifications e.g. RSA, Excel, Publisher, PowerPoint, European Driving Licence etc	E	
<input type="checkbox"/> Microsoft certification	D	
<input type="checkbox"/> Cisco certification	D	
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Proven experience in an IT environment, demonstrating professional knowledge and competences in network and infrastructure management, systems, and information security	E	
<input type="checkbox"/> Relevant current knowledge of IT systems (including within an education environment)	E(D)	
<input type="checkbox"/> Proven experience of expertise with Apple systems and products	D	
<input type="checkbox"/> Experience of working in a client facing/customer service role	E	
<input type="checkbox"/> Proven experience with a wide range of application software and operating systems including server 2016 / 2019, familiar with diagnosis of faults and repairs including: HyperV and VMWare, VOIP, MS SQL, O365, MS Teams, Sage (Payroll) and SCCM	E	
<input type="checkbox"/> Knowledge of SIMS software and other education specific software applications such as Salamander, Papercut	D	
<input type="checkbox"/> Evidence of technical knowledge and experience in hardware and maintenance procedures and trouble-shooting including network infrastructure, servers, SAN, virtual technologies, (AV equipment, interactive whiteboards) and end user devices including utilising MDM software (Jamf, Securly and Lightspeed)	E	
<input type="checkbox"/> Experience managing LAN, WAN, WiFi, VPN connections and infrastructure. Understanding of addressing, routing, VLAN and ACL	E	
<input type="checkbox"/> In depth knowledge of Active Directory, Group policy and scripting	E	
<input type="checkbox"/> Relevant knowledge of workplace health and safety and its relation to IT	E	
<input type="checkbox"/> Managing and maintaining (Ruckus) site wide WiFi systems	D	
<input type="checkbox"/> Proven experience of effective team and independent working	E	
<input type="checkbox"/> Experience managing a team	D	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Presenting yourself effectively and professionally	E	
<input type="checkbox"/> Experience of work with young people	D	

<b>Training</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	E	
<b>Skills</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Ability to deal with delicate situations in a sensitive manner, both in person, on the telephone or written communications	E	
<input type="checkbox"/> Proven experience of effective multi-tasking – Able to manage own workload, set priorities and meet deadlines	E	
<input type="checkbox"/> Excellent organisational skills	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> High standard of written and spoken English	E	
<input type="checkbox"/> Proven ability to use ICT in the organisation and management of their role	E	
<input type="checkbox"/> High standard of numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair.	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	
<input type="checkbox"/> Comprehensive understanding of confidentiality issues within an HR environment (including Data Protection) and how to comply with these	D	
<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Ability to establish and maintain good working relationships with external agencies and partners.	E	
<input type="checkbox"/> Understand and manipulate numerical & statistical data	D	
<b>Professional Qualities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Team work/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective	E	
<b>Equal Opportunities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Circumstances - Personal</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Will not require holiday leave during the first four weeks of the autumn term	E	

<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).	E	
<b>Safeguarding</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	