

INFORMATION AND APPLICATION PACK



Recruitment of:

IT Network Manager

Salary range: PO2 (32 – 34 £28485 - £ 30153)

Salary may be negotiable based on experience.

Purpose of the post:

The purpose of the post is to ensure the streamlined operations of the IT networks in alignment with the Trust's objectives. The Trust currently consists of 4 primary academies, and expanding. www.limetrust.london

The Network manager will work closely with decision makers in other departments to identify, recommend, develop, implement and support cost-effective technology solutions for all aspects of the organisation.

The Network Manager will also define and implement ICT policies, procedures and best practices and be responsible for all aspects of the Trust's training facilities, new business generation and training developments.

Areas of Responsibility and Key Tasks:

Key Tasks:

- To strategically manage the development and maintenance of an efficient data and voice ICT infrastructure, including the deployment of the Academy ICT resources.
- To ensure the schools ICT functions efficiently and effectively to meet the needs of the school and its users.
- To promote effective teaching and learning throughout the school by the efficient and effective deployment of ICT resources.
- To lead on the whole school development of ICT



Key Tasks continued :

- Manage and ensure optimal operation of Servers, including Virtual and Physical machines consisting of Server2008-2012R2, Hyper-V and VMWare.
- Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs etc.
- Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions, and intrusion detection systems.
- Maintain and administer servers across all sites including Printer Servers, Management of office 365 , Trust wide solutions and adhering to the policies in place for backups(Veeam) and regular maintenance.
- Establish and maintain regular written and in-person communications with the organisation's, decision-makers, stakeholders, department heads, and end users regarding pertinent network activities.
- Approve and administer user accounts, permissions, access rights and regular updates on operating systems and Trust wide software.
- To organise and supervise the ICT Technicians and manage all the ICT, telecoms, printing and CCTV support contracts
- Travel is required between all schools in the Trust, including travel to Lime Academy Larkwood and Lime Central, based in London.



Fulfil Wider Professional Responsibilities:

- Contribute and co-operate with other staff and professional agencies as appropriate to enhance IT and the needs of children.
- Contribute towards the development of the school and implementation of whole school policies.
- Attend planning meetings, INSET days and Twilight meetings and present to School staff, Trust staff, Trustees and members on request
- Maintain an up-to-date asset management system which adequately monitors and controls the use of all ICT resources
- Contribute to the submission of bids for government funding

Travel is required between all schools in the Trust, including travel to Lime Academy Larkwood and Lime Central, based in London.

Line Management - responsibility to and for:

- Responsible to the CEO or designated member of the Executive Team, Headteacher or Head of School.
- Responsible to ensure effective liaison between managers, teaching and support staff and hold regular team meetings with managed staff
- To engage with IT induction, own appraisal, training.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the CEO or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.



Person Specification

Qualifications

- Good relevant experience, qualifications or degree
- 5 GCSEs grade A-C including English and Mathematics
- Evidence of further professional development and training is desirable

Skills, Knowledge and Experience

- Highly developed diagnostic and technical trouble-shooting skills
- Ability to communicate effectively with both technical and non-technical staff
- strong experience and demonstrable expertise in the following areas: Mac OS, Windows, Active Directory, iPads and Apple products
- Excellent interpersonal skills and able to work closely and establish positive working relationships throughout the school and with other key stakeholders
- Good Knowledge of DHCP,DNS,TCP/IP and Server 2008-12 r2
- The proven ability to produce outcomes to a high standard
- Attention to detail and a commitment to continuous improvement
- Excellent organisational skills
- Ability to both work using own initiative, and to lead and work effectively as part of a team
- Strong knowledge of basic ICT packages: Office, Outlook, Windows.
- A clear understanding of how IT is effectively used in teaching and learning
- A genuine interest in technology and a clear strategy for keeping up to date with developments
- Experience of working within education/school environment is desirable.

Personal Qualities

- A commitment to safeguarding and promoting the welfare of children and young people
- High levels of personal and professional integrity
- High levels of discretion, confidentiality and awareness of data protection
- A proactive, flexible and versatile approach
- Ability to work effectively and calmly under pressure and manage multiple priorities
- A facilitative approach to problem-solving and a 'can do' mind set.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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We are looking to appoint a dynamic IT Network Manager who can lead and shape the future of IT for the Lime Trust. We support innovation and exploration in IT initiatives for organisation development and change implementation.

The successful candidate will demonstrate:

- The ability to implement technical solutions and infrastructure
- An innovative approach to the future of IT
- A clear knowledge of fundamental school IT infrastructure, software and hardware
- A good understanding of technical support, network operational systems and system maintenance

We offer:

-An attractive salary package
- An opportunity to create a new team and personalised approach to leading IT systems
- Vision for career progression and personalised professional development opportunities
- An experienced and supportive Executive Team and opportunity to be a part of the IT strategy team,
- An iPad for individual use

This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

The Lime Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.

Potential candidates are welcome to visit any of our schools. Please email Brendan.plunkett@limetrust.london to confirm you would like to attend an informal visit, details below.

Informal visit to school:	TBC with applicants
Closing date:	Monday 11th December - 12 noon
Shortlisting	Monday 11th December – 12 noon
Interviews	Wednesday 13 th December

Please submit completed applications to: brendan.plunkett@limetrust.london

