



IT Network Manager

Dear Sir / Madam,

Thank you for your interest in our IT Network Manager vacancy. I do hope that the information within this pack is sufficient.

This is a crucial role for the school. The successful candidate will lead the development and management of our school computer network, maximising teaching and learning through the provision of a full range of IT resources. Whilst we would expect the new post holder to have significant IT knowledge and skills, the ability to work as a wider staff team is more important than specific previous experience.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We are one of just 18 secondary schools nationally to have been awarded Lead school status for the DFE Behaviour Hub programme. We are proud to be a single academy trust.

We have been recognised as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide". This is an exciting time for our school as we build on our now established GCSE achievements of the last 7 years. In 2022, 75% of our students passed both Maths and English at grade 5 or higher, and exceptional progress (+0.98) was made across the year group.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on kreynolds@tmbs.org.uk for an informal tour, or more information should you wish. The closing date for applications is Tuesday 29th August (9am). Interviews will take place on Monday 4th September.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal



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Application Details and Interview date

Job advert:

IT Network Manager

The Market Bosworth School is seeking to appoint an outstanding member of support staff to join our School. The successful candidate will lead the development and management of our school computer network, maximising teaching and learning through the provision of a wide range of IT resources. Whilst we would expect the new post holder to have strong IT knowledge and skills, additional training can be provided where required.

We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012. This is an exciting time for our school as we build on our now established GCSE achievements of the last 7 years. In 2022, 75% of our students passed both Maths and English at grade 5 or higher, and exceptional progress (+0.98) was made across the year group.

For further details, including pay and hours, please visit www.tmbs.leics.sch.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

Closing date: Tuesday 29th August (9am)

Interviews to take place: Monday 4th September

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *“You have maintained an outstanding quality of education in all aspects of the School”*.

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have approximately 830 students on roll and about 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (approximately 60) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2021, we welcomed students from 28 different Primary Schools, with just 7 being our official “catchment” feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school’s location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the “housing and services” deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna



“Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, ‘We just enjoy feeding off our teacher’s energy.’ - Ofsted 2018



Our Mission

“Educating with care to encourage success for all.”

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.

We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, vocational visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.





Job description

Job Title:	IT Network Manager
Pay:	Pay grade 10 (£31,134-£34,734 pro rata). The exact hours will be confirmed with the successful applicant. Generally, they would be: 35 hours per week (term time) + 1 week for teacher training days and 5 weeks during the school holidays. Approximate pay based on these hours / grade would be £28,676 - £31,991 The school may consider a pay grade 11 for a candidate with extensive experience. Approximate pay based on these hours / grade would be £32,682-£35,144
Responsible To:	HR and School Services Lead
Responsible For:	Developing and Managing the IT network and facilities in line with the school needs.
Key Relationships/ Liaison with:	HR and Services Lead, Senior Leadership team, Teachers, Support staff

Job Description – IT Network Manager

To provide an efficient, reliable and usable IT service to support curriculum and administrative provision in the school.

To manage any associated staff (internal technicians or external contracted staff) in order to develop and provide a support service for the school computer system and other IT based systems e.g telephone / entry systems etc.

To ensure the efficient day to day running of and maintenance of all IT facilities including overall responsibility for:

- Installation of new software
- Installation of new workstations and peripherals on curriculum and administration systems including email and internet access
- Ordering and accounting of consumables
- Allocation of new users
- Removal of former users
- Logging problems and liaising with suppliers and support agencies
- Tracing abuse and misuse of systems
- Installation and maintenance of stand-alone or non network machines
- Maintenance of an efficient booking system for resources and rooms
- Co-ordinating repair fault finding and maintenance of all systems
- IT security and virus protection policies
- Backup strategy



Personnel Specification – IT Network Manager

	Essential	Desirable
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Good academic qualifications in Maths and English and be able to demonstrate good literacy and numeracy skills • Relevant IT / Computing qualifications • Degree or equivalent qualification(s) relevant to the role • Knowledge / experience of a managing a computer network 	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Comfortable working with students aged 11-16 • Experience of supporting the day to day management of IT services within a professional setting. • Experienced in line management • Experience of leading projects and working with contractors/suppliers 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of child protection, health and safety procedures and their application in a school/college setting. • Understanding of how to provide a secure and compliant infrastructure in school settings • Awareness of a range of frameworks that support the education, development and well-being of children. 		<p>✓</p> <p>✓</p> <p>✓</p>
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to actively support school policy and procedure. • Ability to work effectively as part of a team. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	



	Essential	Desirable
<u>General Circumstances</u> <ul style="list-style-type: none">• Attendance - evidence of regular attendance at work.• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓ ✓	
<u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓	

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. Safeguarding checks, including online checks, will be undertaken for shortlisted candidates to determine their suitability to work with children and keep them safe. As this post is required to work in "Regulated Activity" an enhanced Disclosure & Barring Service (DBS) check with a Barred list check is essential. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children (KCSIE 2022). Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. All applications will be considered on their merit and the post will be offered subject to satisfactory pre-employment checks. Please see the school website for further information regarding safeguarding. https://www.tmbs.leics.sch.uk/docs/policies/Child_Protection_policy.pdf

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.



The Market Bosworth School

An Outstanding Leicestershire Academy

Principal: Stuart Wilson

Vice Principal: David Beckitt

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

Application details and Interview dates:

Closing date: Tuesday 29th August (9am)

Interviews to take place: Monday 4th September

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire. CV13 0JT**

Applications are preferred via email to office@tmbs.leics.sch.uk

If posting via royal mail please ensure you add sufficient postage for your application. For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251