

# School Network Manager

## STOKESLEY SCHOOL

### Application Pack

## Welcome from the Headteacher



**Stokesley School  
& Sixth Form College**

Being the best we can be

Dear prospective applicant,

Thank you for your interest in joining our team at Stokesley School, a member of Areté Learning Trust. This is an exciting time in terms of our development and a fantastic opportunity for a keen Network Manager to contribute to it both at a school and a trust-wide level.

Historically, we have achieved consistently good results across our school and we are proud of our traditions. We are keen, however, to make improvements in a number of areas ensuring every child at our school achieves to the very best of their ability. That's where you come in! We wish to recruit a creative and highly effective Network Manager to play a key role in the further development of our very successful school and trust. You should be passionate and knowledgeable, be focused on making a difference for young people, and be driven to ensure the very best standards of teaching and learning support for staff and students alike.

Stokesley School is a very popular fully comprehensive school and the successful candidate will be a key player in making it even better. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of achievement but also so that they learn to think critically, set themselves the highest standards, experience the real joy of learning and raise their aspiration beyond what might have been expected. We are committed to staff development at all levels and this is evident in some of the excellent faculty and support teams who challenge and support their students, working hard to develop a vibrant learning culture. You will be part of a highly effective network team, with a brilliant Network Technician reporting to you. You will also be part of a wider trust team who are also skilled and knowledgeable and keen to make the distance between our trust schools disappear via the power of technology. It's a really exciting time for us: the pandemic has accelerated our digital transformation, and our one-to-one student devices (chromebooks) are now an integral part of our teaching and learning. With expertise in the Google platforms, you'll help us take this even further. The sky's the limit!

If you are inspired by our vision of education and are considering submitting an application, please feel free to telephone the school for an informal chat or to arrange a visit if you would like to do so. Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for this post – don't be too modest! I look forward to reading your application and to welcoming a creative and dynamic colleague to Stokesley.

Yours sincerely,

**Mrs H.L. Millett**  
Headteacher

## Job Description

<b>POST:</b>	School Network Manager
<b>SALARY:</b>	Grade J: £30,983 TO £33,485 pay review pending
<b>WORKING HOURS:</b>	37 hours per week
<b>WORKING WEEKS:</b>	Full-year / 52 weeks
<b>RESPONSIBLE TO:</b>	Trust Network Manager

### PURPOSE OF THE JOB:

As the school IT Network Manager you will be responsible for the effective and efficient support, deployment, and monitoring of all school-related ICT equipment and resources to ensure a robust, secure, and efficient service is provided to those with administrative, data processing and teaching and learning responsibilities. You will operate as a technical lead for all IT related projects at the school, supported by the Arete Learning Trust Network Manager.

### Main Responsibilities:

#### Server and infrastructure support

- You will install, manage and ensure the maintenance of all aspects of the basic ICT hardware infrastructure at the school.
- You will install, manage and ensure the maintenance of all aspects of the basic ICT software infrastructure requirements for sites, including but not limited to:
  - Software installation/updates
  - Server resource monitoring
  - Establishment of network shares, access rights etc.
  - Proactive monitoring of system use/abuse
  - Cloud based systems

#### Desktop and application support

- Working with the Trust Network Manager, you will manage and monitor an effective and efficient Desktop and Application Support programme, including but not limited to:
  - Software installation
  - Device peripherals
  - Detection, diagnostics and resolution of access issues
  - Detection, diagnostics and resolution of application issues

#### Configuration and installation

- Working with the Trust Network Manager, you will design, develop, manage and monitor processes and procedures to ensure the effective and efficient management and deployment of system configuration and change within the school network, including but not limited to:
  - Installation and configuration of new and upgrades to software
  - Installation and configuration of new and upgrades to hardware
  - Determining access to and the storage of relevant data assets and configurations
  - Evaluate new products and systems
  - Maintain ICT hardware and software asset records for the school site
  - Play an active role in projects to introduce new hardware or software solutions to sites with support from core ICT
  - Contribute technical expertise and co-ordination of activities during adoption of new sites onto the Trust network

#### Continuity, maintenance and security

- You will develop, manage and monitor processes and procedures to ensure the effective and efficient management of all risks associated with ICT, including but not limited to:
  - Proactive maintenance schedules
  - Active Directory Management
  - Backup systems
  - User access and security systems
  - Data protection policy adherence
  - Cyber security protection
  - VoIP systems
  - Data Protection
- You will provision, manage, and delete local and cloud based user accounts, ensuring that appropriate permissions are applied
- You will support Trust initiated Cyber/IT Security audits
- You will carry out regular training in line with G.D.P.R to ensure systems and data access is safe and secure
- You will support contingency arrangements and the response to unforeseen or unplanned circumstances that may arise, to maintain the security, integrity, and availability of data and services, in line with established Trust procedures

### **Support request management**

- You will interpret, manage and monitor IT incident logging information systems in order to produce summary reports and recommend courses of action which enhance the use and effectiveness of the ICT systems
- You will prioritise the resolution of system problems and incidents and determine whether internal or external resources should be deployed in order to rectify them
- You will interpret, manage and monitor external third-party service response data and summarise performance effectiveness

### **Planning, budgeting and team management**

- You will supervise and support ICT technical staff and/or IT modern apprentices
- You will allocate, manage and monitor the tasks amongst IT technical staff in an inclusive manner according to role and skill level
- You will contribute to the identification, management, evaluation and implementation of suitable hardware and software solutions
- You will contribute to knowledge transfer across the ICT team and school workforce where appropriate, including but not limited to:
  - Shadowing
  - Creating guides/tutorials
  - Presenting in groups
  - On the job training
  - Updating core documentation
  - New staff inductions
- You will contribute to the design, development and implementation of working practices and procedures that enhance the impact of ICT services in the efficient delivery of management information and supports the teaching and learning within the school
- You will contribute to the financial planning, estimating and budgeting of ICT specific requirements
- You may also be asked to lead or contribute to projects to support developments across the Trust
- Managing and monitoring ICT and related budgets

### **Health and Safety**

- Working with the Trust Network Manager, you will manage and monitor risk assessments as appropriate and revise relevant processes and procedures as needed
- You will ensure conformity with any relevant ICT related Health and Safety issues

### **General**

- You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
- You will participate in training and other learning activities and performance development as required.
- You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
- You will ensure strict confidentiality in all areas of work
- You will uphold and promote the values of the school and support students to develop these values and behaviours within themselves.
- You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018
- You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
- You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Lead at once
- You will always comply with the Trust's policies and procedures
- You will undertake other reasonable duties as requested, in accordance with the changing needs of the organisation

This job description may be subject to change, following consultation between the post holder and the school.

*Arete Learning Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.*

## Person Specification

### Network Manager

#### Essential Knowledge, Skills and Experience:

- Working knowledge and experience of network systems, installation, maintenance and adaptation
- Working knowledge and experience of operating with Windows Desktop and Server
- Working knowledge and experience of network and application security
- Working experience of wireless networks
- Working knowledge and experience of VoIP systems
- Working knowledge and experience of Cloud based solutions (specifically Microsoft O365 & Google Workspace)
- Working knowledge and experience with MDM mobile device management
- Working ability of problem diagnosis and resolution
- Proven knowledge and experience of backup systems, solutions and best practice
- Proven experience and knowledge of Active Directory Administration
- Proven experience of group policy
- Experience of network configuration including subnets and VLANs
- Knowledge and experience of deploying software in a network environment
- Excellent communication and interpersonal skills
- Demonstrates consistent good working practice in handling of ICT equipment
- Proven ability to work creatively with others to deliver agreed outcomes and contribute effectively to team working
- Proven ability to work effectively with minimal supervision
- Proven understanding of when to consult, make decisions and escalate
- Proven ability to communicate effectively to a range of stakeholders
- Proven ability to effectively manage workload and priorities to meet deadlines
- Strong understanding of health and safety issues and good practice
- Successful experience of working within a tiered ICT service
- Has own transport and valid driving licence to enable travel between sites as required

#### Desirable Knowledge, Skills and Experience:

- Networking or computer engineering qualification at a minimum of HND level
- Proven knowledge and experience of networking equipment (e.g., Cisco, Meraki, HP)
- Proven experience of supervising and coordinating a group of ICT Technicians
- Proven ability to work effectively with young people as individuals and in groups
- Proven experience in the design, installation, maintenance and repair of ICT equipment across a large organisation
- Successful experience of working within an education environment

## **APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### **Rehabilitation of Offenders**

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

### **Canvassing**

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a Trust member, director, employee or governor you must indicate this in the relevant section of the application form.

### **How to apply**

Please forward your completed application form to [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

**Closing Date: Monday July 25th 2022**

## APPLICATION FORM – STOKESLEY SCHOOL

### POST: SCHOOL NETWORK MANAGER

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since:	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED		
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide details:
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please specify dates:
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide details:
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide the date of issue:

Insert your National Insurance Number:

--	--	--	--	--	--	--	--	--	--

SECTION 3 – SOURCE OF APPLICATION - WHERE DID YOU SEE THE VACANCY ADVERTISED?			
Areté Learning Trust / School website	<input type="checkbox"/>	NYCC Jobs page	<input type="checkbox"/>
North East Jobs	<input type="checkbox"/>	TES	<input type="checkbox"/>
Other, please specify			<input type="checkbox"/>

**SECTION 4 – SECONDARY EDUCATION**

Subject	Qualification (n.b. include level 2 and level 3 qualifications)	Grade	Month/Year obtained (Mandatory)

**SECTION 5 – FURTHER EDUCATION**

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

School, College or University	Subject	Qualification/Level	Grade	Year Obtained / Examination Date

**SECTION 6 – CPD**

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

Organising Body	Nature/Title of Course	Dates

**SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

**SECTION 8 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

**Teaching Roles only:**

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please confirm the date:</b>	
<b>If you have answered No, please select the appropriate option:</b>	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

**SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT**

<b>Name of Company/Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Notice required:
Leave date:	Telephone number:
Reason for leaving:	
Summary of current job role; duties and responsibilities:	

**SECTION 10 – PREVIOUS EMPLOYMENT**

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Company/Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

<b>Name of Company/Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

<b>Name of Company/Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

<b>Name of Company/Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

<p><b>Gaps in employment</b></p> <p>Please provide details for any gaps in your employment history when you have not been in education, training or employment.</p> <p>Please list dates and the reason (i.e. Travel, Parental leave etc.)</p>
--

Date:	Reason:
Date:	Reason:
Date:	Reason:

### SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Company:	Position held:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note your second referee should ideally be a previous line manager or someone in a position of authority.**

### SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Company:	Position held:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS	
Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:**

<b>Capability/Performance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
<b>Disciplinary</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)

**SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: ..... Date: .....

**SECTION 15 – EQUAL OPPORTUNITIES MONITORING**

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data. In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to disclose <input type="checkbox"/>
Ethnic group:	White British	<input type="checkbox"/>	If other, please specify:
	White Irish	<input type="checkbox"/>	
	White Other	<input type="checkbox"/>	
	White and Black	<input type="checkbox"/>	
	Mixed	<input type="checkbox"/>	
	Mixed: White and Black African	<input type="checkbox"/>	
	Mixed: White and Asian	<input type="checkbox"/>	
	Asian or Asian British	<input type="checkbox"/>	
	Asian or Asian British: Indian	<input type="checkbox"/>	
	Asian or Asian British: Pakistani	<input type="checkbox"/>	
	Asian or Asian British: Bangladeshi	<input type="checkbox"/>	
	Asian or Asian British: Other Asian	<input type="checkbox"/>	
	Black or Black British: Caribbean	<input type="checkbox"/>	
	Black or Black British: African	<input type="checkbox"/>	
	Black or Black British: Other Black	<input type="checkbox"/>	
Chinese or Other Ethnic Group	<input type="checkbox"/>		
Other	<input type="checkbox"/>		