

Albany Learning Trust

ICT Network Manager
Application Pack

December 2023

ALBANY LEARNING TRUST

ICT Network Manager

Full-time (£34,834 to £39,186 – dependent on experience)

Albany Learning Trust is a small, tight knit school trust situated in Lancashire and Bolton. With over 1000 pupils currently on roll, the trust provides an excellent education within a caring environment where every child is well known by every member of staff.

This is an exciting opportunity for an energetic ICT leader to develop and grow with our existing ICT teams.

The successful candidate will join the trust at an exciting time:

- Our schools have recently been recognised as a 'HPL' World Class schools.
- The trust has links across the region, nationally and internationally with other schools, trusts and education organisations.
- Chorley New Road Primary School is seeking to increase the lettings of its recently opened school building.

The successful candidate will:

- Demonstrate a conscientious attitude towards work duties.
- Maintain a high standard of work.
- Be a passionate advocate for value for money.
- Have a strong evidence-driven approach to school improvement.
- Be innovative and inspirational to both children and colleagues.

We will support you:

- With experienced ICT experts and effective systems

Application documents are available to download in the vacancies section of the school website www.albanyacademy.co.uk/vacancies

Apply online by the closing date of gam, on Monday 18th December 2023 to vacancies@albanyacademy.co.uk.

Interviews are scheduled to take place on Wednesday 20th December 2023.

Dear Applicant,

I am very proud to be the CEO at Albany Learning Trust. We are a small and tight knit trust with two schools, Albany Academy and Chorley New Road Primary Academy making up our trust.

Our mission, as a trust is to develop world class schools and the role of ICT manager is fundamental to achieving this aim. This post, which is integral to our trust community is a wonderful opportunity to lead, learn and develop. The successful candidate will be joining a committed executive team and have opportunities to work across our networks.

Albany Academy is a small secondary school located in Chorley. Chorley New Road Primary Academy is a large primary school in Horwich, Bolton. Albany Academy currently has 5 computer suites and over 100 mobile devices operating on Windows 10, including Apple Macs and iPads. The network is currently managed by RM education and a managed wireless network installed. Chorley New Road has a large number of ipads and PCs and is currently supported by Bolton LA.

We are highly ambitious for our students, our staff and the wider educational community and we have strong links with local teaching school hubs and schools. Our schools are members of the SSAT Leading Edge network and [High Performance Learning](#), a world-wide network of schools. Last year both schools were recognised by HPL with their World Class School award.

Further details about our trust and our values which we want every member of staff to share, can be found on the trust [website](#). Our trust improvement strategy is built round the children. It is focussed on supporting children to learn, become literate and develop the specific behaviours that will help them lead successful lives.

We take the development of our staff very seriously; we hold double the number of training days of most schools, and we are members of the Confederation of School Trusts and part of a regional network of supportive school trusts. We invest in our staff and can offer support for you from our auditors, accountants and experienced financial advisor. We will support you over time to gain financial qualifications relevant to the role.

We are looking to appoint an enthusiastic and innovative ICT Manager to help the academy and trust progress and improve. The role is ideal for an energetic, positive, and developing ICT manager who understands schools and is willing to grow and develop with our trust.

Our trust and school websites provide a great deal more information about the trust which you may find useful as part of the application process.

We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

Please return a completed application form, along with a supporting letter of no more than two sides of A4, showing how you meet the person specification, before the closing date of gam on Monday 18th December 2023. Applications should be submitted electronically to vacancies@albanyacademy.co.uk. Interviews are scheduled to take place on 20th December 2023.

Thank you for your interest in this post. I look forward to receiving your application.

Yours faithfully

P Mayland
Chief Executive Officer

Job description: ICT Network Manager

Albany Learning Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: ICT Manager

Salary: £34,834 to £39,186 (dependent on experience)

Hours: 37 hours per week

Contract type: full-time, permanent

Reporting to: CEO

Responsible for: ICT Technician and Digital Communications Officer

Main purpose

To lead, manage and support all technical aspects of curriculum and administrative ICT within the school, keeping the school at the forefront of ICT development and promoting good practice within the school's budgetary limits.

To be responsible for ensuring the school's ICT network of virtual, cloud based, passive and active elements, its systems and client devices including server and end user applications, function efficiently and effectively to meet the needs of the school and its users and promote effective teaching and learning throughout the school by efficient and effective deployment of ICT resources

My duties and responsibilities

STRATEGIC PLANNING

- Develop medium and long term coordinated planning based on the school's educational objectives to keep the school's technology up to date and fit for purpose.
- Support the development of the Computing curriculum
- Plan for major developments of the ICT service and project manage their implementation.
- Develop ICT strategically within the school to achieve a safe and efficient ICT environment for staff and students.
- Advise the Senior Leadership Team on emerging technologies as appropriate.
- Support the full range of planning for ICT through the identification, planning and costing of all future developments and upgrades to achieve best value for the school.
- Monitor and review the types, prioritisation and volumes of system traffic alongside system faults and subsequent root cause analysis where necessary.
- Produce and analyse reports on support requests for management purposes; advise the Senior Leadership Team on possible training activities based on support log analysis
- Set support priorities, balancing response to support requests with the need to follow planned monitoring and maintenance, in the context of staff availability and wider ICT service demands.
- Attend relevant meetings where the ICT service is discussed and input is required.
- Advise the Senior Leadership Team on the implementation of ICT policies and procedures.
- Proactively anticipate the needs of the school and make recommendations for future purchases to ensure continuous operation of the networks.

RESOURCE MANAGEMENT

- Manage the relevant ICT budgets, placing orders on behalf of the school in accordance with the school's Financial Regulations to achieve best value.
- Support the school in ordering, stocking and replenishing ICT consumables together with promoting acceptable and cost-effective use.
- Manage and maintain school website and portal.
- Ensure that the school's IT equipment and software inventories are updated in a timely manner and stored in a network area accessible only to designated persons.
- Ensure safe storage of installation media, installation keys, warranty and support documentation where necessary.
- Ensure that legal and contractual obligations relating to ICT resources, software licencing, systems and services are met.
- Manage and implement the installation of all new and existing computer software as required, enabling the delivery of ICT to all operational areas.
- Oversee the management of network user accounts and undertake audits to ensure correct access rights.
- Design and implement the school policy on asset disposal of ICT equipment.
- Liaise with external engineers and manage external contracts as appropriate.
- Ensure the school works within relevant legislation such as the Data Protection Act, Computer Misuse Act.

DEVELOPMENT AND MAINTENANCE OF TECHNICAL SYSTEMS

- Ensure all school ICT systems are fully operational during those hours defined by the school as core business hours and during key school events.
- Upgrade relevant systems out of normal business hours to ensure minimum downtime for staff during critical periods and communicate effectively with all appropriate colleagues when updates/issues require the system or parts of the system to be shut down
- Design, implement, monitor and review school procedures for managing and documenting installations, device and system images and configuration changes
- Ensure the network operating systems, components and attached devices are kept up to date with latest, tested patches and oversee the maintenance of the same where required.
- Provide second level in-school support for more complex requests; perform advanced troubleshooting on PCs' peripherals and applications.
- Advise on compatibility of hardware, applications and operating systems, according to user requirements.
- Install, configure, test and manage the deployment of system and client applications whether new or upgraded.
- Manage the technical provision and delivery of the school's Management Information Systems, primarily SIMS.net and any other related school systems.
- To assist in resolving issues relating to the school's CCTV, telephony, printing and site access and visitor management systems
- Ensure all current and planned web-based technologies remain fully operational.
- Manage internet access filtering, email filtering and related monitoring systems.
- Maintain the currency and effectiveness of the school's Anti-Virus system, ensuring that a suitable recovery procedure is in place.
- Ensure that network security (including firewalls), back up and disaster recovery procedures are fully developed, reviewed and implemented for both students' work and administration data to enable an efficient return of service after any unforeseen system outages.
- Ensure the integrity and confidentiality of information held on the school's networks and when being delivered to and sent by users

- Manage and maintain the school's growing network of ipads and computers.
- Manage the school's Microsoft technologies, google suite and any other relevant network services.

DEVELOPING THE EXPERTISE OF OTHERS IN EMERGING TECHNOLOGIES

- Support the school Virtual learning Environment or its equivalent provision(s) as required.
- Conduct training on appropriate use of ICT resources; document systems and procedures.
- Support staff with ICT related problems.
- Undertake available training opportunities and demonstrate a commitment to continuous development both personally and for other IT support staff
- Hold training sessions for both IT support staff and end users on existing and proposed/possible school technologies based on the requirements of the school.
- Carry out audits of student and staff internet usage and monitor compliance with the ICT acceptable usage and E-safety policies.

GENERAL

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate member of staff as soon as they arise.
- Everyone who works at Albany Learning Trust has the responsibility for promoting the safeguarding and welfare of children.
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the school's performance management process
- Any other duties and responsibilities within the range of the salary grade.

Notes:

This job description may be amended at any time in consultation with you.

Person specification

Training and Qualifications	Essential/ Desirable
Graduate level or equivalent	D
Experience of managing IT Services	E
Commitment to professional development	E
Excellent interpersonal skills. Communication with students and staff	E
Experience of Managing a complex and evolving IT Environment in an Educational Setting	D
Appreciation of ICT in classroom setting	E
Excellent analytical and problem solving skills	E
Sound technical knowledge of school ICT systems	E
Working knowledge of Microsoft Software (Windows 10 / Office 365 / Server 2016)	E
Working experience of Management Systems in Schools (SIMS)	D
Experience of managing an active directory environment	D
Working knowledge of Virtualization	E
Experience of Office 365 tenancy configuration	E
Working knowledge of Trustee cashless catering	D
Experience of budget management	E
Working knowledge of Laptop / Desktop Installation and Repairs	E
An understanding of Microsoft Azure / Office 365 and Google Apps for Education (G-Suite)	E
An excellent knowledge of Servers and Networks	E
Experience of managing Apple hardware and software	D
Experience of working in a 'helpdesk' environment	D
Be a professional role model for students	E
Experience of Project Management	D
Experience of System Maintenance and Disaster Recovery	D
Working knowledge CC4 applications	D
Working knowledge of Veeam Backup systems	D
A good understanding of Microsoft System Centre	D
Ability to create and manage and maintain effective working relationships with students, staff, visitors and ICT suppliers	E
Have flexibility, sensitivity and tact	E
Committed to the improvement of the academy	E
The ability to work as part of a team	E
Possess a genuine interest in education and the ability to develop a positive working relationship with young people	E
Adheres to and encourage in others professional standards of fairness and integrity	E
Ability to identify and develop strengths in individuals, groups and systems	D
Committed to safeguarding and promoting the welfare of children and young people	E
Enthusiastic, energetic and self-motivated	E
Able to prioritise and organize work	E
Accessible, responsive and accountable with a willingness to be adaptable	E
Resilient and respond well to pressure, deadlines, interruptions and conflicting demands	E
Capable of responding constructively to criticism	E
Ability to maintain a healthy work/life balance	E

Benefits

Annual leave: Entitlement of school holidays for most staff. All year staff have an entitlement of 26 days, plus bank holidays.

Pension: Access to either the teacher pension scheme or local government pension schemes. These offer defined pension benefits, including generous death in service contribution.

Salary: We are proud to be a living wage employer. We offer competitive rates for all roles.

Travel: Membership of cycle to work scheme, which offers up to 40% off the price of a bicycle, including e-bikes.

Support: Our Employee Assistance Programme (EAP) provides confidential support for staff and their families for both personal and work-related matters.

- We train staff in [Chimp Management](#), which helps with people to manage their mind more effectively, with an approach grounded in neuroscience.
- We have free access to Headspace app, which offers meditation and mindfulness for any mind, any mood and any goal.
- We offer membership of the tech scheme, which offers up to 40% off the cost of personal IT equipment and white goods.

Priority: Children of staff have priority admissions to their school.

Development: Our high quality training ensures personal, professional development and allows staff to become expert in their role. A clear progression route within the Trust also provides opportunities to prepare staff for their next career step. Partnerships with the top professional bodies and training providers ensures high quality, evidence based training is always available to all staff. All our classroom staff receive training in [High Performance Learning](#) teaching and have access to HPL training pathways. Our leaders are trained by [Leadership Matters](#) and have access to professional leadership qualifications including NPOs.