

Judgemeadow Community College



Judgemeadow Community College is a highly successful and popular 11-16 Community College, which proudly serves a diverse multi-ethnic, multicultural community. The College is situated in a state-of-the-art school building on a 65 acre site on the outskirts of Leicester. The College is highly regarded by the local community and students achieve well.

ICT Network Manager

We are looking, to start as soon as possible, for a versatile IT Manager who will have the responsibility for managing the ICT facilities for the whole of the college. The ideal candidate will have experience supporting a Microsoft Client/Server environment and the workings of Windows 8/10 and Office 2013/365.

This is a full time position working 37 hours a week.

The pay grade is LG Band 9 point 35 – 38.

The salary range is £33,437 - £36,379.

Closing date: noon on Wednesday 22nd November 2017.

Interviews: Week commencing Monday 27th November 2017.





November 2017

Dear Enquirer

ICT Network Manager

Thank you for your interest in the above post.

I attach further details of the post and an application form which should be returned to the college by noon on Wednesday 22nd November 2017. Interviews will be the week commencing Monday 27th November 2017.

I regret that we are unable to contact individually those not selected for interview. If you have not heard from us by Monday 4th December 2017 please assume you have not been successful on this occasion; could I, however, thank you in advance for the time and trouble you will take in making your application and wish you success in the future.

Yours sincerely

Ms Alex Petrie
Interim Principal

Judgemeadow is committed to safeguarding and promoting the welfare of all young people.

Judgemeadow Community College

Background Information

Judgemeadow Community is a highly successful and popular 11-16 Community College with over 1200 students, situated on a 65 acre site in Evington, on the outskirts of the city of Leicester. Judgemeadow serves a diverse multi-ethnic, multicultural community and enjoys an excellent reputation in the local community.

Centre of Excellence for Languages and Internationalism

The College gained Specialist School status in September 1999 as a 'Centre of Excellence for Modern Languages and Internationalism'. Judgemeadow has achieved the Full International School Award. This is only awarded to schools which have an international ethos embedded throughout the school and have curriculum based international work across a range of subjects.

Impressive Exam Results

In the summer 2017 exams, 64% of Judgemeadow Y11 students achieved five or more standard passes including English and Maths with early indications showing a positive overall Progress 8 score. There were a number of excellent individual student performances, with almost four times the national average achieving a top grade 9 in English and a number of students achieving a double 9 in English and Maths.

Awards and Accreditations

The College has been named as one of the first 20 **Lead Behaviour Schools** with exemplary behaviour. Lead Behaviour Schools have proven expertise in behaviour management and the promotion of positive pupil behaviour in their school. Judgemeadow was awarded '**Investors in People**' status in 1997. This has been reconfirmed at regular 'IIP health checks'. We were also delighted to achieve **National Healthy School Status** for our principles of developing healthy bodies, healthy minds and healthy attitudes. We have also been successful in achieving the British Dyslexia Association **Dyslexia Friendly** Quality Mark award for the school, the BDA's sign of approval of a dyslexia friendly organisation.



Judgemeanow Community College

Further information about the Post

Job Title: ICT Network Manager

Responsible to: Director of IT

Purpose of the Job: The post holder has responsibility for managing the ICT Facilities, including staff, budget, recruitment, performance management, quality standards and meet the academic needs of all users. They must also provide the highest level of technical support and work with the Director of IT to identify and implement strategies for future development of the school's ICT systems.

Key Tasks:

- ▶ To manage, monitor and maintain fully functional computer systems appropriate for the school's current objectives.
- ▶ Provide the highest tier of technical support.
- ▶ To work within the framework of the school policies and procedures.
- ▶ Provide help, support, guidance and mentoring to the IT Team.
- ▶ Perform any other duties and tasks which may be assigned by the Director of IT.

Essential:

- ▶ Three years' experience supporting a Microsoft Client/Server environment.
- ▶ Three years' experience supporting Microsoft products especially Windows 8/10 and Office 2013/365.
- ▶ Excellent knowledge of IT hardware including PCs, Laptops, projectors, printers, interactive devices and iPads.
- ▶ In-depth understanding of networking and virtualisation technologies in an enterprise environment.
- ▶ Excellent Organisational and time management skills with the ability to prioritise a wide range of demands over short, medium and long term.
- ▶ Excellent written and verbal communication skills dealing with both internal and external queries.
- ▶ Ability to relate positively to young people.
- ▶ Ability to listen to the IT needs of staff and students and to respond helpfully with relevant advice, training and equipment.
- ▶ Ability to work on own initiative and as part of a team.
- ▶ Ability to lead a small IT team ensuring that their needs are catered for.
- ▶ A flexible approach.

Desirable:

- ▶ Experience in using and supporting Capita SIMS.
- ▶ Experience supporting Apple Systems both OSX and iOS devices.
- ▶ Experience supporting a managed print solution.
- ▶ Relevant professional qualifications.
- ▶ Previous management experience in an educational setting.

The salary payable is Local Government Band 9 point 35-38, £33,437 - £36,379.

All staff are required to take their holidays during school holiday time.

Please see also the attached information from Leicester City Council regarding the Single Status Job Description applicable to this post (ICT Network Manager).



Job Description

Post Title: ICT / Network Manager		Post Number: E9030
		Date: SEPTEMBER 2009
Department: Children & Young People's Services	Division / Branch: School/College GENERIC	
Section: Support Staff	Responsible to: Business Manager / Vice Principal	

Overall Purpose of this Post:

To maintain, expand and develop the Information & Communication Technology (ICT) curriculum, teaching and administration facilities of the School/College.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To ensure that school has effective ICT facilities that are appropriate to the needs of its students, staff and visitors.
2. To ensure that monitoring information is accurate and kept up-to-date and monitoring reports are produced to required deadlines.
3. To ensure that all ICT developments are consistent with the School Improvement Plan.
4. To ensure that all appropriate licences are in place and that regular backup and maintenance needs are organised and executed to agreed standards.
5. To meet agreed performance targets and to work to agreed priorities.
6. To keep up-to-date with current ICT developments and adaptive technologies.
7. To meet the Council's and School/College's customer care standards.
8. To implement and promote Leicester City Council's and the School/College's policies and procedures relating to all areas of employment and service delivery.

P.T.O.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Manages/Supervises allocated human, material and financial resources.
2. Supports and trains school staff in the use of ICT equipment, applications and systems.
3. Provides advice, and researches and recommends ICT solutions for new or changed curriculum requirements or administration needs of the school/college.
4. Provides support for and advises on the School Information Management systems.
5. Carries out site evaluation, advising on the best use of space and ICT.
6. Assists with design, and installs, procures and commissions new ICT systems.
7. Designs and maintains web sites appropriate to the school.
8. Sets up and assists in presentations, training room equipment etc, and occasional classroom sessions with groups of pupils.
9. Liaises with internal and external ICT providers including the Council's IT and EDISS groups.

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either

- | | | |
|--|-----|------|
| a) because of its salary level? <i>or</i> | Yes | No ✓ |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No ✓ |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? Yes✓ No

	Job Requirements: Essential (E) or Desirable (D).	E/D
A. Training & Education	ICT qualification minimum NVQ level 3 or equivalent, e.g., MCP, CCNA, or able to demonstrate equivalent experience. A level of numeracy and literacy sufficient to carry out the job tasks. A training qualification.	E E D
B. Experience	Experience of installing and maintaining ICT equipment. Experience of maintaining local and/or wide area networks including Internet based technologies. Experience of procuring ICT equipment and software. Knowledge of working in the public/education sector, preferably with knowledge of Special Needs/Adaptive technologies. Experience of managing staff.	E E E D D
C. Equal Opportunity	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E
D. Other Skills	Willing and able to work within the principles of customer care. Able to communicate effectively, both verbally and in writing, with people at all levels and from a variety of backgrounds. Able to prioritise workloads to meet deadlines.	E E E
E. Other Conditions Including any hazardous or environmentally adverse conditions	Willing and able to occasionally work outside of normal hours, and be on call for emergencies. Willing to train to keep up-to-date with current developments and to gain a training qualification, preferably related to ICT. Willing and able to work with children with special needs. Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E E E E E

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and DBS checks.

Judgemeadow operates a Safer Recruitment Policy. Please be advised that if you are called to interview you will need to produce the following as evidence of your identity:

- photographic evidence i.e. passport or photocard driving licence
- Proof of address, i.e. utility bill or bank statement
- Teachers - proof of appropriate qualifications and QTS status (certificates) if applicable.

If you wish to apply for this post, please complete the attached application form and return it to us by the closing date: **noon on Wednesday 22nd November 2017.**

An application form is attached. You may save a copy of the form to your computer or storage device by selecting 'save as' in the file menu, or print the form and complete by hand.

Thank you for your interest in this post.