Collingwood College
Recruitment Information

Network Manager

Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A*-C with over 20% of entries gaining the top A/A* grades. Furthermore, 50% of the cohort gained an impressive A*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point**, make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely
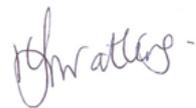
Miss Karen Watling
Principal

Network Manager

36 hours per week, all year round (52 weeks)

Salary: £50,838 - £56,129 per annum, DOE

Key Responsibilities:

- **Lead IT Infrastructure & Services**: Manage and ensure the College's IT systems are optimally performing, secure, and aligned with College priorities.
- **Team Leadership**: Line manage the IT Support team, fostering a collaborative and professional working environment while ensuring effective, responsive support for all College users.
- **Strategic Planning**: Work closely with the CFOO to develop and implement IT strategies that align with the College's goals.
- **Budget & Resource Management**: Oversee IT budgets, ensuring efficient resource allocation and strategic forecasting.
- **Training & Development**: Deliver training programs to College users, ensuring staff and students are equipped to use IT systems effectively.
- **Project Management**: Support and manage key IT projects to deliver continuous improvements in technology and user experience.
- **Security & Compliance**: Ensure the College's IT systems meet regulatory standards and are fully compliant with relevant legislation.

What You'll Bring:

- Proven experience managing IT services and infrastructure in an educational setting or similar environment
- Strong leadership skills with the ability to inspire and motivate a diverse team
- Expertise in IT project management and strategic planning
- Excellent communication skills and the ability to build strong relationships across departments
- A keen understanding of the latest in Edtech and IT more generally
- A proactive approach to problem-solving, with a focus on customer service and user support

Why Join Us?

- **Impact**: Play a vital role in shaping the College's IT landscape, ensuring technology supports learning and teaching
- **Growth**: Take advantage of professional development opportunities to support and develop your career
- **Community**: Work alongside passionate colleagues in a vibrant, supportive educational environment

This opportunity comes at an exciting time as the successful applicant will play a key role in the continuing delivery of major upgrades to the College's core network infrastructure and cloud transformation over the next 2-3 years. The Network Manager will have the opportunity to provide their input in the development of the College's long-term strategy in this area and develop their own technical and managerial skills to ensure continuous best-in-class service and performance.

The department

The IT Support department at Collingwood College performs a crucial role in supporting the essential operational activities of the College. The growing importance of IT to curriculum delivery provides exciting opportunities for innovation and development and a varied workload.

In addition to the daily support and maintenance activities, the department contributes to the ongoing development of the College's business resilience by strengthening cyber security, implementing measures to mitigate the risks of network downtime or data loss and developing disaster recovery plans.

The department comprises a small, extremely capable team assisted by a leading external third-line support provider who all work closely together to provide an excellent customer-focussed service to students, staff and other users of the College's network.

The department is led by the IT Systems Manager with overall responsibility for the department held by the CFOO.

Key systems

- Microsoft 365
- Microsoft Exchange
- Microsoft SharePoint
- Microsoft OneDrive
- Microsoft OneNote
- Microsoft Teams
- Windows Operating Systems
- Windows Server
- VEEAM
- SIMS - MIS application
- Edulink

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

Closing Date: 12 December 2024

For more information: Please contact HR 01276 457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Probationary Periods

All posts are subject are to a probationary period. For support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA healthcare cash plan
- All Collingwood College support staff up to the age of 75 are eligible to belong to the Local Government Pension Scheme and will automatically become members unless they opt out. Further information can be found at https://www.surreypensionfund.org/ .
- 24/7 Employee Assistance Programme for staff and their families
- Flexible leave of absence policy

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff receive the following training:

- Collingwood College company induction
- Safeguarding and Prevent training
- Mandatory and compliance training including fire awareness and health and safety at work
- Training linked directly to the job role, which may be delivered by other colleagues or external training providers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the College linked directly to your role or career aspirations
- Other training relevant to the role

JOB DESCRIPTION

Network Manager

Reports to:	Chief Financial and Operations Officer
Job purpose:	• To ensure the high-quality provision and maintenance of IT services across the College
Key responsibilities:	• Deliver and manage IT infrastructure and services across the College that deliver outstanding operational performance and a safe, secure learning and working environment • Work with the CFOO to create, implement and deliver strategic plans aligned to College priorities • Line manage all members of the IT Support team, ensuring that team members work collaboratively to provide an effective, reliable and responsive support service to College users • Work on and support the delivery of other projects as directed by the CFOO
Main duties:	• Design and delivery of the College's IT strategy • Leadership and day-to-day management of the IT Support team, including all aspects of professional development • Develop and maintain excellent working relationships with colleagues and discharge the responsibilities of the post professionally to deliver outstanding customer service to all College IT users • Oversee the College's IT network and services, ensuring excellent operational performance • Monitor the IT helpdesk ensuring tasks are prioritised, assigned, escalated and resolved in line with targets • Provide appropriate advice on the compatibility of new or proposed technologies • To maintain an awareness of developments in Edtech and IT more generally • Ensure system changes are managed and documented in a structured way, minimising disruption and downtime • Ensure that the College's IT infrastructure meets or exceeds DfE Technology standards • Maintain the College's IT asset register and ensure all assets are registered, recorded, maintained and disposed of in accordance with procedures • Ensure that the College's data estate is well maintained and well documented ensuring that all data processing is compliant with College policies and relevant legislation • Ensure operation, maintenance and monitoring of the College's CCTV systems and smooth running of any computerised building systems, access control and alarm systems • Manage IT budgets effectively and contribute to forward planning and forecasting • Ensure the ongoing security and resilience of the College's network and IT systems including by ensuring that disaster recovery procedures are in place, regularly tested and fit for purpose

		• Ensure software licencing is correct and up to date, proactively reviewing licence arrangements in advance of expiry dates • Develop and maintain the College's IT policies • Plan and provide training to College IT users • Arrange staffing outside normal shift patterns to cater for out of hours College events and activities • Ensure that all internally and externally delivered IT work is completed to a high standard • Manage all contracts relating to the College's IT, complying with relevant procurement procedures
Health and Safety:		• Be aware of individual responsibilities for health, safety and welfare and adhere to all College policies and procedures • Ensure necessary risk assessments for the IT Support team's activities are in place • Ensure all members of the IT Support team are aware of their health and safety responsibilities, and follow all relevant safety procedures and controls set out in risk assessments • Undertake training as required • Carry out other specific health and safety responsibilities if required, including acting as a fire marshal
Safeguarding:		• Promote and safeguard the welfare of children • Adhere to all College policies and procedures • Undertake training as required
CPD:		• Undertake professional development opportunities identified with the support of your line manager to support continuous personal improvement and wider priorities set out in the College Improvement Plan
Other responsibilities:		• Be available for emergency callouts as appropriate • Provide support for occasional College events outside your usual working pattern (time off in lieu arranged) • Carry out any other duties as may be reasonably required

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Education and qualifications	• 5-9 or equivalent in English and Maths • Relevant professional/technical qualifications	• Evidence of on-going training relevant to the role	Application Form Interview
Professional experience	• Experience in contributing to the maintenance and management of an organisational IT network • Experience of working as part of a successful team • Experience of working successfully under pressure and in a customer service related environment	• Successful experience in a school or other educational setting • Experience of managing others	Application Form Interview
Skills, knowledge and aptitude	• Flexible approach to work as well as good organisational and communication skills • Ability to work collaboratively and effectively within a team environment • Ability to work independently and to show initiative • Ability to work under pressure, prioritise and meet deadlines		Letter of Application Interview Task

	• Ability to promote a positive ethos and to role model positive attributes • Ability to build and maintain successful relationships with stakeholders and treat them consistently with respect and consideration		
Personal attributes	• Professional approach • Able to liaise sensitively with colleagues and students • A friendly and approachable manner • Enthusiasm, determination and an insistence on the highest standards • Commitment to diversity and equality • Ability to contribute to the wider team • Commitment to safeguarding and child protection		Letter of Application Interview