Information Pack for Applicants
Trust Network Manager

Minerva
Learning Trust

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Trust will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

Minerva
Learning Trust

Contents

Section 1: Post Advertisement..... 1
Section 2: Letter from the Chief Executive – Bev Matthews..... 2
Section 3: Job Description..... 3
Section 4: Person Specification..... 6
Section 5: The Appointment Process..... 7

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Trust Network Manager
Pay scale: NJC Grade 8, covering point's 32 to 35, currently £35,745 to £38,890 (pay award pending)
Contract: Full time, Permanent, (37 hours per week x 52 working weeks)
Start date: As soon as possible

Minerva Learning Trust is an expanding Sheffield based Multi Academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. The Trust employs just under 800 staff across our schools and central services and we are committed to providing career opportunities and professional development which allows people to make a positive contribution to the delivery of our vision.

We are looking to recruit an experienced IT specialist to join our Central Trust Team. This is an exciting opportunity for someone who can manage and oversee the development of the Trust's IT infrastructure, and support with the development of our digital agenda. Experience within a Multi Academy Trust setting is desirable but not essential for the post. The successful candidate will:

- Have previous experience developing the IT infrastructure within an organisation.
- Have excellent ICT technical knowledge.
- Have previous experience of managing a team.
- Have excellent communication skills that allow you to provide advice and support to the Trust Executive, senior leaders, and key staff on a range of IT and development matters.
- Have experience of planning and implementing IT and digital projects

Candidates can find out more about the Trust and our schools via the Trust website www.minervalearningtrust.co.uk Candidates can have an informal discussion about the role with Adele France, Chief Finance and Operations Officer (Tel: 07949 757 163) or Adam Anderson, Trust Business Operations Manager (Tel: 07309 676 332).

The closing date is 9:00 am on Monday 16 August 2021 and interviews will take place on Tuesday 24 August 2021.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. Further information is available by contacting Rebekah Green, Trust HR and Payroll Officer, via e-mail: recruitment@minervalearningtrust.co.uk

The application form and information pack is available on the Trust website www.minervalearningtrust.co.uk **Please ensure that you do <u>not</u> fill in a Sheffield City Council application form in respect of this vacancy as your application will not be considered**.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-2018 the Trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5000 pupils. In September 2020, we have been joined by Chapeltown Academy which will enhance the post-16 provision within the Trust in the north of the city. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.

Bev Matthews
Chief Executive Officer

Section 3: Job Description

Minerva Learning Trust
Job Description

POST TITLE	Trust Network Manager
SALARY	NJC Grade 8, covering point's 32 to 35, currently £35,745 to £38,890
RESPONSIBLE TO	Trust Business Operations Manager
RESPONSIBLE FOR	ICT Technical Support Officers
PURPOSE OF JOB	• To manage and oversee the ICT support team to support the needs of individual schools and the Trust. • To support the development and implementation of the Trust digital strategy • To provide technical expertise and project management advice to support strategic planning and the best use of IT to meet the changing needs and growth of the Trust. • To manager and oversee the development and maintenance of whole school networks. • Responsible for the overseeing of ICT hardware, maintenance and repair and refresh programmes. • To contribute to the development of an effective and customer focused IT service which is characterised by business continuity and high standards of delivery. • To advise leaders and to liaise with the Trust Business Operations Manager on all aspects of ICT purchasing and expenditure across the schools.
RELEVANT QUALIFICATIONS/ OCCUPATIONAL EXPERIENCE	• Previous experience in an ICT and network support role • NQF Level 6 (NVQ Level 4) Qualification in ICT discipline or equivalent • Minimum of 5 years' experience managing and developing IT infrastructures within an organisation • Minimum of 2 years' experience of managing and developing a team

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Management and co-ordination of ICT Support Team

- To manage and oversee the IT Team, overseeing the day-to-day operation of the IT services across the Trust, ensuring their operational efficiency to support teaching and learning, Trust management, administration service and other Trust functions.
- Provide technical expertise to central Officers and school senior leaders.
- Audit the IT estate in liaison with the IT team and develop medium/long term refresh programmes to ensure continuous improvement.
- Manage the performance of the IT team including skills assessment and identification of development needs.

Network and technical management

- To develop, maintain and support whole school networks to ensure staff can access systems from any area of the school and across Trust sites.
- To maintain strict systems of security across all networks, setting up passwords and access rights as required.
- Minimise the impact on the schools ICT service due to internal or external disruption (i.e. cyber security) and establish clear procedures for the back-up and recovery of data.
- To provide an effective and efficient team of ICT support to meet the needs of the school.

Maintenance and repair programme management

- To ensure the maintenance of records is kept up to date including software licences, configuration details, and a full and complete Trust wide IT Asset Register.
- To ensure maintenance and repair of hardware is carried out as required.
- To arrange for repairs via external agencies as required.
- To ensure clear phased replacement programme is identified for all establishments and liaise with the Trust Business Operations Manager in relation to the associated procurement requirements.
- To oversee the development of planned programmes of preventative ICT maintenance through the trust.
- To monitor through the trust compliance system records of faults, breakages, damage and repairs.
- To advise senior staff on the replacement / purchase of new hardware.
- To advise the Executive and Headteachers on all aspects of ICT and associated ICT replacement and expenditure.
- To contribute to the procurement process in liaison with the Trust Business Operations Manager to ensure best value in line with the schools financial policy.

Support and managing developments

- To advise the Trust Executive regarding systems replacement/purchase of new software.
- To be the main link between school leaders and ICT team.
- To oversee and support accurate installation of software.
- To maintain log/inventory of all ICT software and licenses throughout the whole Trust.
- To investigate and trial new software applications for educational use.
- To carry out necessary maintenance of software to ensure smooth running.
- To advise senior staff on the replacement/purchase of new software
- To develop and maintain email facilities.

Health and safety

- To ensure that all ICT areas comply with current Health and Safety regulations

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 4: Person Specification

Minerva Learning Trust
Person Specification

Post title: Trust Network Manager

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND KNOWLEDGE	
Prior experience in an ICT network support role	AF/I/R
NQF Level 6 (NVQ Level 4) Qualification and/or experience within the ICT discipline	AF/I
Prior experience with online learning environments	AF/I
SKILLS AND EXPERIENCE	
Excellent level of communication skills, both verbal and written to support positive working relationships and communication at all levels	AF/I
Previous experience managing and supporting a team including performance management	AF/I
Good level of planning and organisational skill	AF/I
Excellent knowledge of the ICT field and emerging technologies	AF/I
Effective analytical and problem solving skills	AF/I/R
Experience of overseeing projects and system implementation	AF/I/R/AA
Knowledge and understanding of the impact of ICT within an education environment	AF/I/R
Experience of procuring appropriate equipment and software to support schools	AF/I/R
Ability and confidence to coach and mentor staff	AF/I
Experience of working with a range of external partners	AF/I
WORK RELATED CIRCUMSTANCES	
Ability to manage working hours flexibly to meet the demands of the role	AF/I
Commitment to professional development	AF/I
Willingness and ability to travel to other work locations within the Trust and other venues	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 5: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
   Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training
   State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment
   Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment
   When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

5. Referees
   Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application
   The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font**.

7. Arrangements for Interview
   Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview
   Candidates will be invited to the Trust Central Office or one of our schools for interview. All appropriate Covid-19 Health and Safety measures are being followed. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

9. Feedback
   Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment
    Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications
    When you have completed your application, the completed form and covering letter should be e-mailed to recruitment@minervalearningtrust.co.uk by the closing date and time.