Royal Greenwich
Trust School

Candidate Information Pack

Royal Greenwich Trust School is part of the

UST
University Schools Trust

"Providing transformational educational opportunities for all children..."

ICT Network Manager
Royal Greenwich Trust School

University Schools Trust

Contents

Welcome

Thank you for considering applying for a teaching post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross borough Multi Academy Trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust (UST), we have strong partnerships with six world-leading universities and five sector-leading bodies partners. Together we are working hard to deliver the very best outcomes and life chances for all our pupils.

Our staff are at the centre of all our achievements and, as part of the UST, we are developing an exciting People Strategy focussed on competitive pay and reward, staff well-being and development and family friendly employment practices at its core. The UST has already established the School of Education to support the training and career development of staff at all levels.

On our website you will find other key information about the school; our prospectus, school improvement plan and a range of policies which will give a broader picture of who we are and if we are the right place for you to grow as a school leader.

We warmly invite you to visit the school to see for yourself what a special place it is.

We look forward to receiving your application.
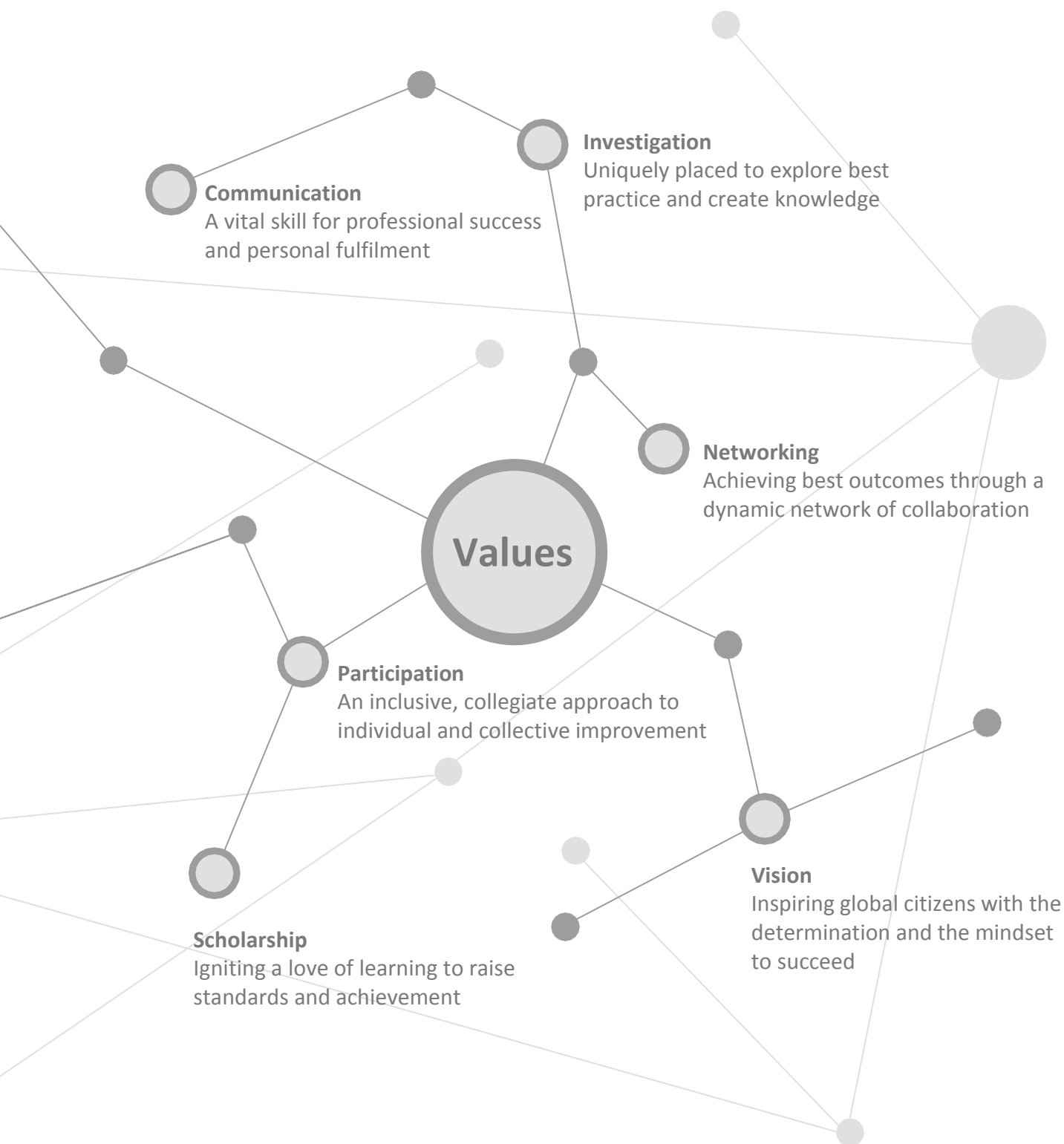
Dr Richard Marshall
Headteacher

Our Priorities

Vision

Providing transformational educational opportunities for all children, including those facing disadvantage, setting the agenda for social mobility and sector-wide innovation and change.

Mission

Excellent outcomes for all our pupils, we deliver the highest quality teaching and learning by working collaboratively within impactful university, public body and private sector partnerships which influence policy locally, nationally and internationally.

Investigation
Uniquely placed to explore best
practice and create knowledge

Communication
A vital skill for professional success
and personal fulfilment

Networking
Achieving best outcomes through a
dynamic network of collaboration

Values

Participation
An inclusive, collegiate approach to
individual and collective improvement

Vision
Inspiring global citizens with the
determination and the mindset
to succeed

Scholarship
Igniting a love of learning to raise
standards and achievement

The University Schools Trust

The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

www.ust.london/444/school-of-education
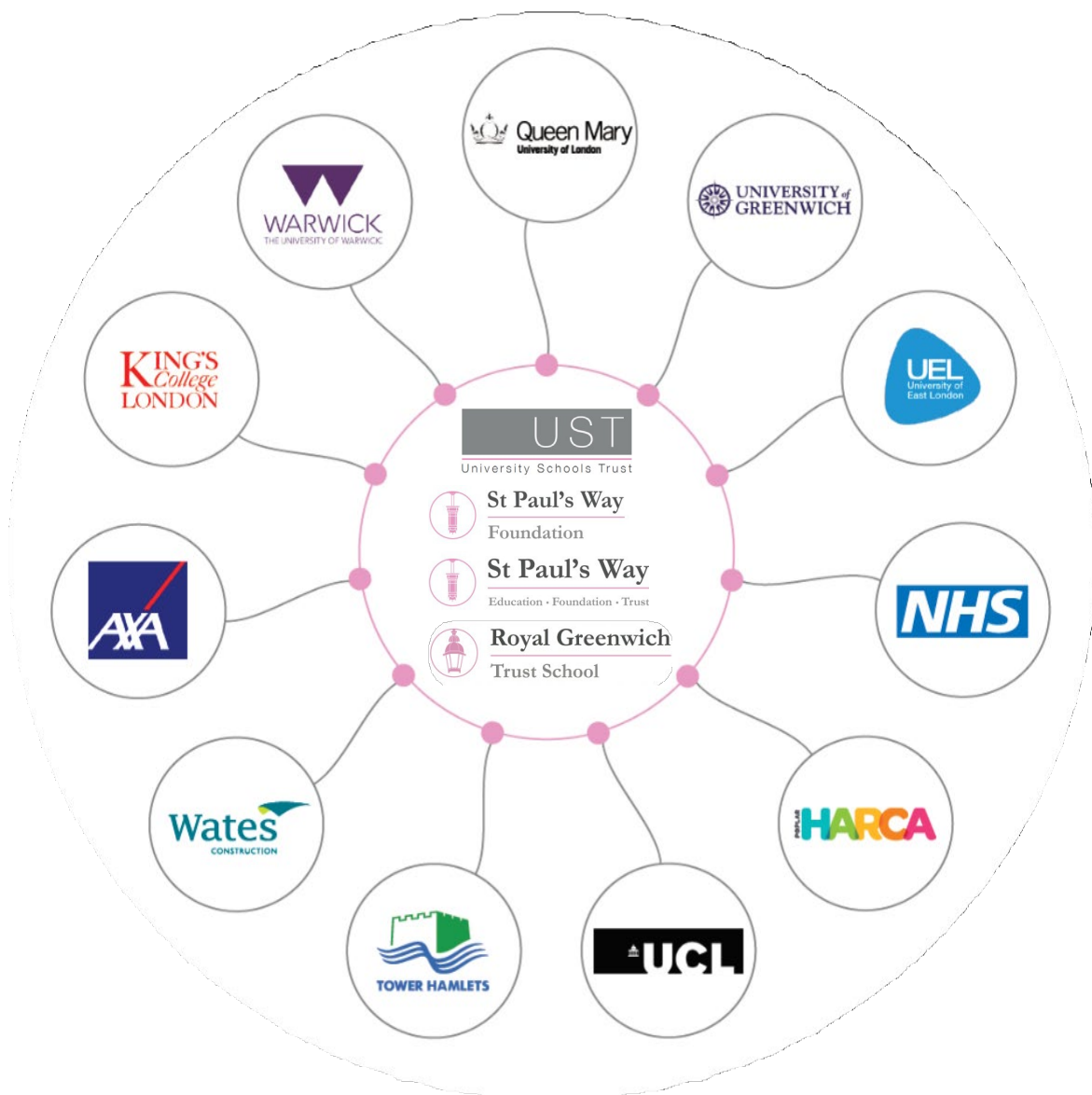
6
University
Trust Partners

5
Trust Partners

3
Schools

The Royal Greenwich Trust School

The Royal Greenwich Trust School is a new school facing exciting times.

We recognise that learning is complex and there are several forces that influence learning. In order to harness this, we recognise that complexity and diversity are increasingly integrated using time, technology and space in new ways.

Our curriculum and our approach to teaching and learning places strong emphasis on our six UST values. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

We place learner engagement and learner voice at the heart of our vision. Students must be able to access, analyse, and synthesise information in pursuit of solutions to real-life problems, work cooperatively with others and be receptive to new ideas, value education

and maintain excellent attendance and disciplinary records. The students must study wherever needed information is to be found, must participate in the construction of their learning and must be transitional learners, moving comfortably and confidently between structured to unstructured learning environments.

We aim to work reflecting the knowledge that all children have the potential to succeed and should go as far as their talents can take them; that children and young people need to enjoy their childhood as well as grow up prepared for adult life; that our school needs to be shaped by and responsive to children, young people and families, not designed around professional boundaries and that it is always better to prevent failure than tackle a crisis later.

In addition, we are excited with the extension of our new build which will extend and enhance our current accommodation to ensure that the school becomes the educational hub on the Greenwich peninsula. This £13.8 million building project funded by Greenwich Local Authority is due open in Summer 2020 in order to accommodate the projected increased number of students brought about by the new admissions arrangements.

Currently the school building is designed to accommodate 600 students. By the time the school is full in 2022 the school will have 950 students. The new accommodation will include brand new classrooms, including new science laboratories, a Dance and Drama Studio, music facilities, a large multi-purpose atrium and a four court Sports Hall. This is an exciting project and will ensure that students and staff are provided with a world class set of educational facilities.

Organisation Chart

Grahame Price
CEO

Dr Richard Marshall
Headteacher

Jillur Rahman
Deputy Headteacher

Helen Cleary
DoL, Inclusion & Safeguarding

Peter Martin
DoL, Systems & Procedures

Anthony Fitzpatrick
DoL Sixth Form

Laura Cariss
DoL, Teaching & Learning
Head of English

Tracey Farwell
School Business Manager

Olivia Saunders
DoL, Behaviour
Head of Year 8

Our People Strategy

Like many schools, and their overarching organisations, the Royal Greenwich Trust School and the UST prioritises the support and development of its staff. Our people are our most important resource. However, our approach is special given our expertise in developing talent.

The UST has its School of Education whose remit is to develop and support all its staff. The School offers training courses, an annual conference and bespoke support for its staff so they can develop their skills. The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, information technology, etc) is available for all our staff.

Overall the Trust looks at its staffing policies under three broad headings:

- Recruitment and Retention
- People Development
- Well-being and Workload

Further information on our approach and activities on all these areas of work are detailed on the Key Information page of our website:

www.ust.london/352/key-information

This year we have seconded some of our most talented staff into the UST School of Education to further develop our work to support our staff.

Our Offer to you

Bespoke career pathways
- University of Greenwich accredited 'research-lead' professional learning opportunities.
- IOE accredited leadership courses (NPQML/NPQSL/NPQH).
- Lead Practitioner development programme.
- Bespoke career pathways for teaching and non teaching support staff.

Exceptional outcomes
- Outstanding English and Maths GCSE resit results.
- BTEC average grade: Distinction.
- Continuous upward trend of A-Level results.

Partnerships
- Teacher Development Trust membership.
- University partners including those from Russell Groups.
- 3 year partnership with Bloomberg including the Bloomberg Start-Up Programme.
- UST school - opportunities to positively affect student life chances in schools across London.

Attractive pay/conditions
- Inner London pay spine.
- Cycle to work scheme.

Great location
- Located in the Royal Borough of Greenwich and very near to Greenwich Peninsula.
- Walking distance from Charlton Station.
- 10 minute bus journey to the 02 Arena.
- Walking distance from Charlton Riverside Retail Parks.
- On the Quietway 14 Cycle route.
- On the Thames Pathway.
- 5 minutes by bus to Woolwich Arsenal DLR.
- Access to the proposed Charlton redevelopment and 'creative quarter' along the Thames Barrier.

Unique curriculum
- Fully comprehensive sixth form intake.
- Academic and Vocational pathways for sixth form students.
- Inclusive provision.
- Engineering specialism.
- Opportunity to shape the curriculum as the school grows.
- Innovative pupil feedback mechanisms - use of the revolutionary 'Dynamic Progress Reporting' system.

Workload and well-being
- Annual workload/well-being survey.
- Access to school gym.
- Tickets for sporting events.
- Free staff breakfast.

Application and Selection Process

All applications will be acknowledged. There is a nominal closing date for this role, however candidates are encouraged to submit their applications as soon as possible, as preliminary discussions may begin as soon as expressions of interest are received.

Timetable

Advert goes live	Day date month year
Closing date for applications	9.00 am, day date month year
Shortlisting and advising candidates of the next steps	Day date month year
First round interviews/ assessments	Day date month year
Final round interviews	Day date month year

To apply please:

- Download and forward your completed UST application form, including names, positions, organisations and telephone contact numbers for at least two referees (preferably your most recent employer(s)). If you do not wish referees to be approached without your permission, please indicate this clearly.
- Provide a short (no more than two pages) personal statement highlighting your motivation for the role. This provides you with the opportunity to explain your motivation, as well as highlighting how your experience and achievements fit with the requirements of the role as well as the School's and Trust's objectives.
- Complete the equality and diversity questionnaire within the application form.

Applications should be submitted to hr@rgtrustschool.net for the attention of Fiona Benjamin.

Job Description

ICT Network Manager

Job Title:	ICT Network Manager	Department/Group:	Support
Line Manager:	School Business Manager	Salary Range	PO4 (£39,774 - £42,684)
Start date:	September 2019	Contract Type	Permanent Full Time
Job Description			

Main purpose of this role

The ICT Network Manager will ensure the streamlined operation of the ICT needs and requirements within the school. They will work closely with decision makers in other departments to identify, recommend, develop, implement and support cost-effective technology solutions for all aspects of the organisation. The ICT Network Manager will also define and implement ICT policies, procedures and best practices and be responsible for all aspects of the school's ICT.

Duties and responsibilities

1. To strategically manage the development and maintenance of an efficient data and voice ICT infrastructure, including the deployment of the school's ICT resources.
2. To ensure the schools ICT functions efficiently and effectively to meet the needs of the school and its users.
3. To promote effective teaching and learning throughout the school by the efficient and effective deployment of ICT resources.
4. To line manage and supervise the ICT Technician and apprentice
5. Manage and ensure effectiveness of serves including email, print, and backup servers and their associated operating systems and software.
6. Manage and ensure optimal operation of Servers, on both physical and virtual levels
7. Manage and ensure optimal operation of all network hardware and equipment including routers, switches, hubs, UPS's etc.
8. Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions, and intrusion detection systems
9. Manage and ensure effective program distribution and installation by use of System Center Servers.
10. Manage and ensure optimal operation of the School VLE system
11. Establish and maintain regular written and in-person communications with SLT, stakeholders, department heads, and end users regarding pertinent network activities.
12. Approve and administer user accounts, permissions, and access rights
13. To manage and provide an ICT technical support and advice service to administrative and curriculum areas as required across the school
14. To manage the performance and monitor all ICT resources and perform advanced diagnosis and resolution of network infrastructure, software and hardware faults (including peripherals

and web servers)

15 To actively manage the support contract/service level agreements for IT, network infrastructure, telephony, CCTV and printing facility to ensure efficient and effective performance and deployment of appropriate support services

16 To advise on and manage the monitoring of Health and Safety audit checks including electrical testing, warranties, licenses and risk assessment for all hardware, network infrastructure, telephony and CCTV equipment

17 To lead on and develop the system recovery processes to minimize the risk and impact of a serious disaster and threats to continuity (including management of the appropriate back up regime and virus protection)

18 To continually test and evaluate continuity management systems effectiveness

19 To be responsible for strategic business and financial planning to ensure that the ICT service meets the School's strategic visions and needs, including accountability for the ICT budget in conjunction with the Head Teacher and School Buisness Manager

20 To ensure best value is achieved with all hardware and software purchases

21 To identify, lead, manage and support the development of new ICT systems, networks equipment and applications for the school to ensure the curricular and management needs of the school will continually be met

22 To maintain the asset register of all hardware, software licenses, network cabling, telephony and CCTV resources and a register of all borrowed equipment. To undertake an annual check of this inventory and to report on the results of this check to the Senior Leadership Team. To ensure the school is appropriately insured for this equipment

23 To maintain a log of all hardware, cabling, telephony and software faults and to use this information to support the programme of in service training for staff and to follow up with manufacturers and suppliers issues associated with their products. To provide an annual report on technical support to the Senior Leadership Team

24 Maintain appropriate technical support for the school's Audio video systems. This will involve providing comprehensive technical sound stage installations for any presentation events, academy assemblies, music and drama events that take place throughout the school year

25 To advise the Senior Leadership Team on emerging technologies and their applicability to the school and to keep up-to-date with trends in hardware and software and to support and advise SLT on technical matters

26 Oversee the development of the school information management systems (SIMS), and Library Systems

27 Maintain access to, and security of CCTV Camera Servers

28 Maintain OneLan digital signage network

29 Oversee internet access and usage across the school

30 To support staff and students using computers and to help them to resolve difficulties

31 To be able to assist with training sessions for staff in such areas as electronic whiteboard use and protocol, (MIS and web-portals)

32 Manage and maintain school financial system (PS Financials)

33 To maintain stocks and order stocks as required by the teaching staff

34 Manage access to ICT systems for staff, students, governors and parents

35 Manage the VoIP telephone system

36 Monthly maintenance of all projectors

37 School wide support of all IWB's, audio, television and audio equipment

38 Liaise with independent contractors to obtain quotes and oversee implementation of and required ICT related work

39 To lead on the development, support and maintenance of the school website.
40 To be responsible for the storage and security of ICT materials and consumables , their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained.
41 Occasional inspection of cables in floors and ceilings. Lifting and transporting of moderately heavy objects, such as computers and peripherals. Ability to access the whole site to review/check ICT equipment. A substantial amount of work involving visual display units

Additonal Requirements:

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

| Reviewed By:		Date:	
Approved By:	**Deputy Head teacher**	Date:	March 2019
Last Updated By:		Date	

Further information

To arrange a visit to the school, please contact Fiona Benjamin (Senior HR Advisor) by email hr@rgtrustschool.net or phone: 020 8312 5480. You may also visit our school website www.rgtrustschool.net.

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Jillur Rahman (Deputy Headteacher) on 020 8312 5480.
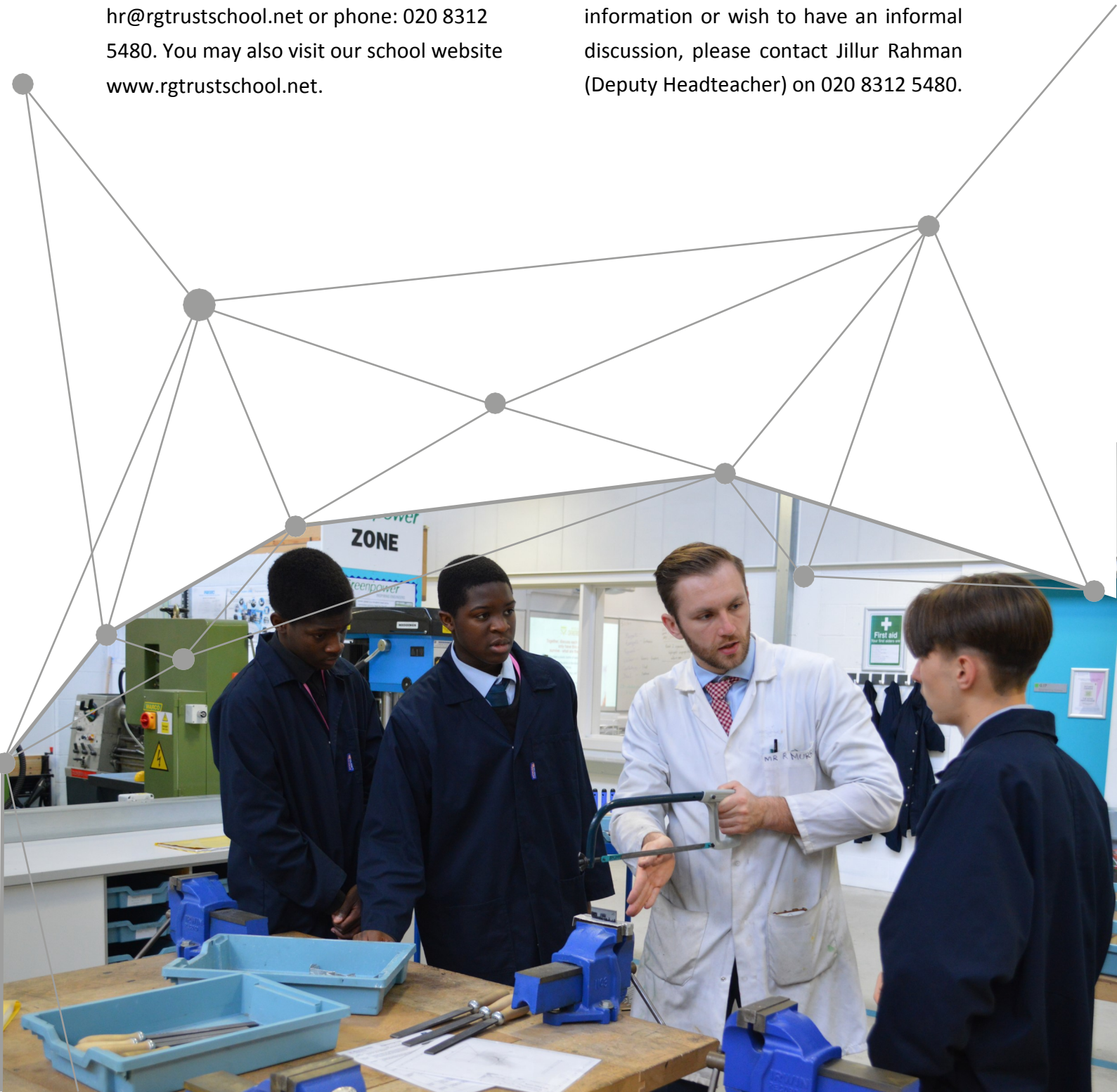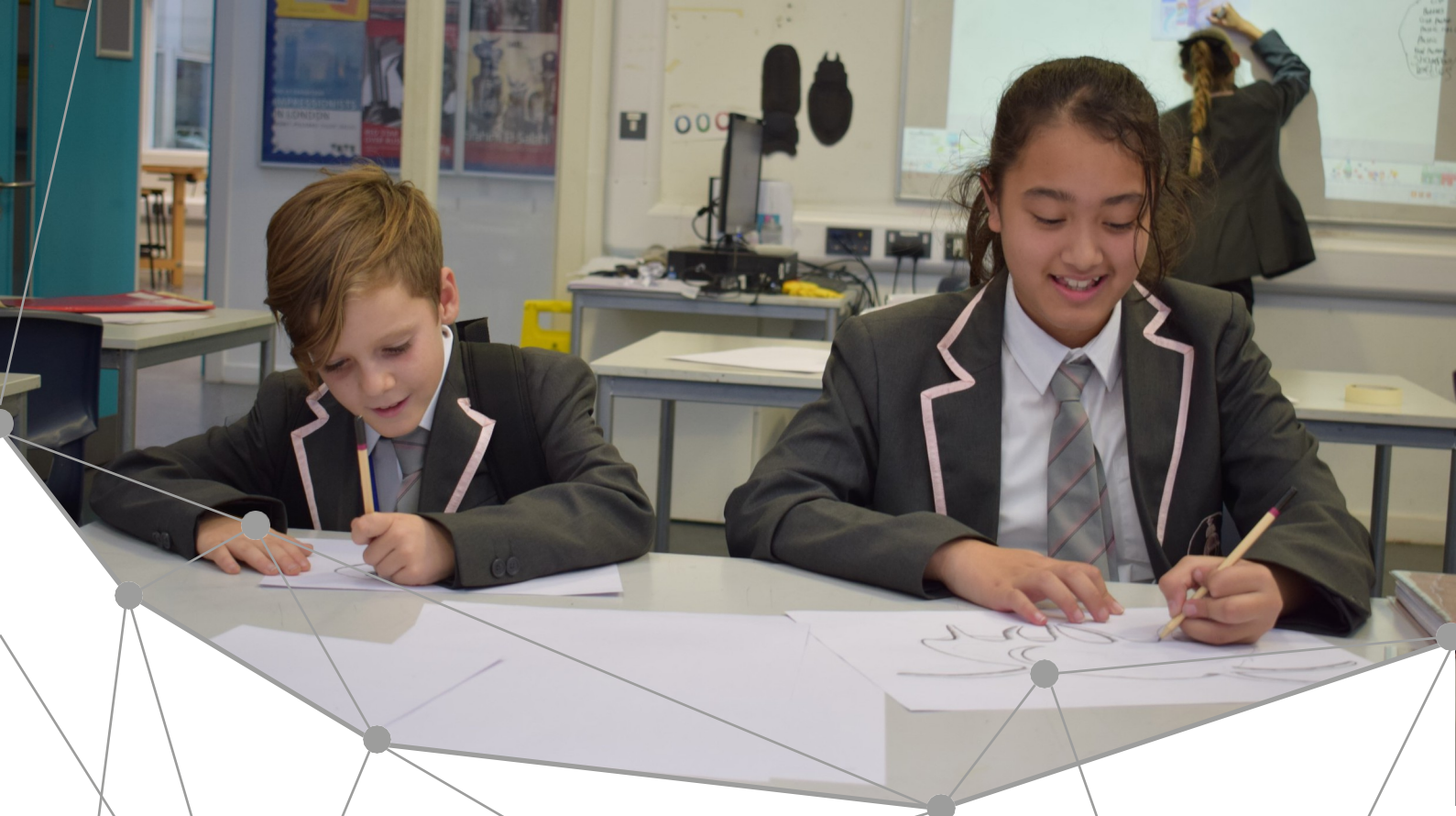
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