

IT NETWORK MANAGER

Information for Applicants

IT NETWORK MANAGER

Summer Fields is a boarding and day preparatory school for approximately 240 boys aged 8 to 13 years. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has always held a strong academic tradition and each year boys pass Common Entrance and regularly win major scholarships to the top Public Schools in the country.

Summer Fields has always been at the forefront of preparatory school education and IT has become an increasingly significant ingredient in our success. The school wishes to appoint an experienced and ambitious IT professional to make best use of the school's IT resources and in doing so have a dramatically positive impact on learning. The IT Network Manager will be responsible for shaping and delivering the IT Strategy and for meeting IT Service Level Agreements but most importantly for getting the best out of our IT network. There is real opportunity to add value across all areas of the school. The school has ambitious plans for improving IT, which represents great opportunity and reward for the right candidate. Principal developments include all aspects of the network infrastructure, the school's Virtual Leaning Environment, expanding the use of IT in the classroom to facilitate more flexible learning and improvements to the school's Management Information System. The IT Network Manager will report to the Operations Director but will be the lead for all IT matters in the school and as such you will be encouraged to engineer real change and enjoy the satisfaction of seeing the results of your efforts. Please review the Job Description for further details and don't hesitate to get in touch for further information.

This is a fantastic opportunity to work in a prestigious independent school in a beautiful location in Summertown. Benefits include a contributory pension scheme, life assurance, an employee assistance programme, free parking and access to a childcare voucher scheme.

Please apply by submitting a fully completed application form with a letter of application**.** To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided. **If you have a CV you wish to send, please do so, however a completed application form with full employment history must still be provided.**

Full details and an application form are available either:

- on our website: www.summerfields.com/page/?title=Recruitment&pid=61
- or from the HR Manager on 01865 459238 or recruitment@summerfields.com.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Introduction

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 8 to 13; there are currently around 235 boys on the roll and the school is generally over-subscribed. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a close, busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and taking full advantage of life at Summer Fields, with its many possibilities and opportunities.

Summer Fields celebrated its 150th birthday throughout 2014 and, as well as hosting many events to celebrate this anniversary, a major redevelopment of parts of the school is now under way. In particular, a spectacular new £3m building, the Salata Pavilion, has recently been opened, providing new sport changing and other facilities and a stunning large space on the first floor, with views out over the playing fields. The school is thriving on all levels and we are entering an exciting new phase in our history.

Academic Record

Academic standards and outcomes are high. The principal entry point to the school is in Year 4, although a few boys join in Years 5 and 6 depending on places being available; admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top Public Schools in the country.

Boarding

The boarding structure is horizontal, according to age, in seven Lodges (Houses), where the boys are looked after by a husband-and-wife team. Every boy has a personal Tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In addition, a boy can seek help from Lodgeparents, Form Masters and Mistresses, Sister and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually added to. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

Working at Summer Fields

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are around 140 full-time and part-time staff with approximately 50 staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities.

Holidays

In a full year of employment, you will be entitled to 30 days of annual paid holiday plus statutory holidays which fall during school holidays. Holiday dates are to be agreed with the Operations Director and are usually to be taken during school holidays.

Remuneration and Benefits

A competitive salary will be offered commensurate with experience and qualifications. Other benefits include automatic enrolment in the school's contributory Group Personal Pension Scheme. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary and access to an Employee Assistance Programme. The school also operates a contributory private healthcare scheme and a childcare voucher scheme. Lunch is provided in the dining room during term-time and there is ample free parking.

Pre-Employment Checks

Applicants are required to provide a full chronological history of employment with explanations for any gaps in employment. An offer of employment will be conditional on the receipt of satisfactory written references and a satisfactory Enhanced Disclosure issued by the DBS. In addition we require a medical declaration, documentary evidence of your stated qualifications and of your right to work in the UK.

Application Procedure

Please apply by providing the following:

- A fully completed application form.
- A letter of application addressed to Mr Paul Stanley, Operations Director.

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Applications should either be:

- emailed to recruitment@summerfields.com, or
- posted to Summer Fields, Mayfield Road, Oxford, OX2 7EN

JOB DESCRIPTION

Job Title: **IT Network Manager**

Reporting to: **Operations Director**

Responsible for: **IT Staff**

Purpose of the Job:

The Information Technology Network Manager will be the technical lead for all IT matters in the school. They will oversee the delivery of endorsed IT requirements and also co-ordinate the effective and innovative use of IT for teaching and learning and for administration.

Main duties

Strategic Planning

- Maintain currency and awareness of IT matters as they affect or are likely to affect education and school administration.
- Act as a member and the Secretary for the school's IT Steering Group.
- Provide technical input and support towards the development and review of the school's ICT.

Strategy

- Develop and maintain budgeted resourcing and programme plans to meet all IT requirements of the school's IT strategy.

Technical Support

- Providing server management including networked anti-virus maintenance, fire wall and an effective back up system.
- Providing and maintaining wired and wireless networks and network troubleshooting.
- Providing and maintaining access to the school network and email system externally so enabling staff to work from home as necessary.
- Providing and managing "help desk" support to staff experiencing technical difficulties with school equipment and access to the school network and emails when working from home.
- Troubleshooting all networked devices including desktop computers, laptops, interactive white boards, projectors, telephones and printers.
- Supporting photocopiers and management of the related contract, including print server management and account maintenance.
- Providing technical assistance to teachers and classes as needed.
- Providing technical support for school functions such as concerts and meetings as required.
- Repairing, building and rebuilding desktop computers and laptops as required.
- Installing, updating and configuring software on desktop computers and laptops and the network as required.
- Installing and maintaining peripheral devices for desktop computers and carrying out routine maintenance e.g. digital cameras, printers, USB sticks.
- Providing technical support to future procurement of mobile IT devices such as tablets and Kindles.
- Assisting with the monitoring of the school's networks including anti-virus and E-Safety.
- Providing an immediate workable network for business continuity in a disaster recovery situation followed by the reinstating of the full working system within a reasonable timeframe.
- Providing technical data, hardware and software technical direction and support towards the effective use of the school's Information Management System (IMS).
- Assist in the set-up and maintenance of the school's audio and visual equipment, whiteboards, projectors and audio systems within the classrooms.

Managing IT Development Projects, Programmes and Procurement

- Responsible for managing IT development projects by utilising internal and external support, when required, and ensuring their timely and functional completion.
- Responsible for managing the equipment replacement programme.
- Introduction of future IT suites to support particular functions, e.g. music, design technology.
- Developing, implementing and maintaining a Virtual Learning Environment (VLE). Supporting staff in developing VLE provision and supporting all users including staff, pupils, parents and governors.
- Responsible for advising on requirements and the procurement of all IT capabilities; desktop computers, laptops, smart screens, interactive white boards, projectors, server hardware, printers and all other IT requirements.
- Responsible for advising on requirements and the procurement of server hardware and required operating systems software and required licences.
- Responsible for the management of outsourced IT support services.

Supporting the School's Databases and Website

- Providing on-going development and effective and efficient utilisation of the school's IMS (School Manger), including database management, staff training, production of bespoke reports, archiving and other outputs.
- Providing technical support and advice to users on other school databases and software and for providing integration between systems.
- Maintaining, supporting and configuring the telephone system.
- Help develop, maintain and update the school's website as required, working with the all stakeholders to understand requirements and meet identified training needs.

Supporting Classroom Activities

- Working with the academic staff and using specialist skills and experience to support pupils and learning activities.
- Support pupils in the use of IT in conjunction with the IT teaching staff.
- Provision of advice and education for the safe use of the internet and social media.
- Obtaining equipment and ensuring the necessary resources are at hand for pupils to participate during lessons.

Supporting Staff

- Manage all staff IT needs.
- Coordinate and facilitate efficient connections between specialist software and requirements with the school's IMS.
- Coordinate the meeting of staff IT training needs

Managing IT Technician Team

- Responsible for managing and tasking IT staff.
- Responsible for developing skills of IT staff to provide network support in the absence of the IT Network Manager.

Managing External Suppliers

- Liaising and managing relations with external suppliers to ensure their service always meets the school's needs, both functionally and financially.

General

- To comply with all health and safety procedures as required by the school.
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended as an exhaustive list. Other tasks may be allocated as necessary to meet the changing needs of the school and new duties introduced after consultation with the post holder.

PERSON SPECIFICATION

Job Title: **IT Network Manager**

Reporting to: **Operations Director**

Essential Competencies

- Educated to GCSE Level with good literacy and numeracy (GCSE Maths and English).
- Prior experience of successfully supporting users in the use of IT with varying levels of IT literacy.
- Ability to communicate effectively with staff and pupils.
- Up-to-date awareness of the IT market including new developments in software and hardware.
- Knowledge of current IT legislation and licencing requirements.
- Ability to work under own initiative.
- Proven successful decision making skills.
- Enthusiasm, energy and commitment.

Technical Competencies

- An appropriate IT technical qualification.
- Minimum of 4 years' experience within the IT technical support environment.
- Experience of Microsoft Windows Server 2008 administration. Experience of Microsoft Windows Server 2012 would be welcomed.
- Experience of Microsoft Operating Systems (XP, Vista, Windows 7, MAC OS, experience of Windows 8 and 10 welcomed), Microsoft Office 2010, 2016 and Office 365.
- Experience of network software deployments.
- Experience of Active Directory, DHCP, DNS, Permissions, Group Policies, VPN and LAN. Experience of backup software, networked anti-virus software and firewalls.
- Experience of installation, configuration, troubleshooting and maintenance of desktop computers, laptops, Interactive white boards, printers, projectors and associated hardware.
- Demonstrate a methodical and organised approach to data and security management.
- Experience of managing a support desk process, perhaps ITIL (IT Infrastructure Library).

Desirable Competencies

- Prior experience of working within an educational environment.
- Prior experience of VLE implementation and support to it.
- Prior experience of School IMS, preferably School Manager.
- Prior experience of managing IT Technicians.
- Evidence of continued professional development.

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Application

- Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. However, they may be sent in addition to the application form.
- You are required to provide your complete employment history from leaving education to the present, ensuring that there are no gaps. Any gaps in your employment record will be verified during interview and employment dates will be verified with your referees.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any unprotected spent convictions, cautions, reprimands and final warnings, must be declared.
- All successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction.
- The school will carry out a Barred List check to ensure that applicants are not unsuitable for working with children. The school is also required to check that anyone appointed to carry out teaching work is not subject to a Prohibition Order issued by the Secretary of State.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. We do not accept open references, references from relatives or from someone known to you solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- The provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following criteria:

- receipt of at least two satisfactory references (if these have not already been received), which have been personally verified;
- verification of original identity documents and right to work in the UK;
- verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body;
- a satisfactory DBS Enhanced Disclosure, a check of the Children's Barred List and whether anyone appointed to a teaching post is not subject to a Prohibition Order;
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance;
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.

Warning

Where a candidate is:

- found to be on DfE's Barred List or Prohibition Order, or the DBS disclosure shows s/he has been disqualified from working with children by a court, or,
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the police and/or the local Safeguarding Children Board.