



Woodrush High School

An Academy for Students Aged 11-18

**Network Manager
Applicant information pack**



Advertisement

Network Manager

37.5 hours per week, Full year, 5 weeks holiday

Scale: SO2 point 32-34 starting salary of £29,055 pa

We are seeking to appoint an experienced and well qualified Network Manager to be responsible for the day-to-day oversight and provision of ICT and provide a first class ICT Management service within the Academy. You will lead this incredibly important area of the school and have the rigour and passion to ensure our ICT provision in school is proving the capability to ensure all our student are achieving their full potential.

We are looking for a person who has:

- Experience of installation and management of networks, including windows servers and configuration of active directory, VLANS, WLANs and other networking hardware and software.
- Working knowledge of network systems, their installation, maintenance and adaptation
- Working knowledge of current computer operating systems and other relevant systems.
- NVQ Level 4 for IT Professionals.

We can offer you:

- A competitive salary.
- Local Government pension scheme.
- 5 weeks holiday per year.
- Excellent training opportunities.
- Reduced Gym memberships.
- An opportunity to work in an outstanding continuing developing school.

Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. Our last three Ofsted inspections have been graded 'Outstanding' and we work hard as a team to continually strive to improve. We are a designated Teaching School and a National Support School committed to educational innovation. We are situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire only 5 minutes from Junction 3 of the M42.

To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Alternatively please contact Mrs Jarvis on 01564 823777 or email her at jjarvis@woodrushhigh.worcs.sch.uk to have a pack emailed or posted out to you.

Closing date 1pm on 7th June. Interviews to take place soon after

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy

Woodrush High School is an extremely popular and oversubscribed Academy. We are an Outstanding school, a Teaching school and a recognised National Support school. We have a 'family' ethos and a strong commitment to building professional relationships, with staff and students alike. Our students are enthusiastic, keen to learn and range in age from 11 to 18 years old.

Our position at the heart of our local community is strong -Woodrush is thriving and amongst the top performing schools academically in our local area. We are proud of our local and national reputation; our 'Outstanding' OFSTED grade puts us in the top 10% of schools nationally. We place our emphasis on ensuring all of our students achieve the qualifications and equally importantly, the life skills to be successful in the world in which we live. We are a community school and value the contribution all of our students make to the life and success of our organisation.



We are justifiably proud of our school and our students' achievements. Their behaviour is excellent and they enjoy the learning experiences that they have. We are committed to ensuring that all our students receive the excellent education that they deserve. We have a hardworking and well-qualified staff who are dedicated to delivering an ever-changing curriculum in a vibrant and exciting way. The curriculum we offer is broad, balanced and inspires students to learn. The range of subjects and courses on offer help students acquire knowledge, understanding and skills in all aspects of their education, including the humanities, languages, mathematical, scientific, technical, social, physical and artistic learning.

Our young people are focussed, determined, motivated and encouraged to do their best in everything they do. Whilst our focus is on a strong academic performance, as a school we value highly our work with extra-curricular activities and opportunities are wide and varied. Students are able to take part in a range of experiences from the Duke of Edinburgh Award to work in the arts, music and sport to name but a few, along with many other opportunities for trips and visits locally and abroad. Our encouragement of our extra-curricular opportunities is as strong as the focus on all of our students' progress in the classroom with clear benefits to their chances in life.

It continues to be a fantastic time to join our team. I wish you every success in your application and, along with my colleagues, look forward to meeting the successful short-listed candidates.

Kind Regards



Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is an 'outstanding' mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2016 totalled 386 for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.

Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC's. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching school, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced. Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- Local Government Pension Scheme
- On site gym with membership at reduced rates
- On site café and library



Job Description

JOB TITLE:	Network Manager
GRADE:	SO2 point 32 -34
RESPONSIBLE TO:	Business Director (supported by ICT Faculty Lead)
CONTRACT :	37.5 hours per week – full school year 25 days holiday

Purpose of the Role

The Network Manager is responsible for the day-to-day oversight and provision of ICT within the Academy. The individual will provide a first class ICT Management service to Woodrush Academy. You will have experience of working effectively with, and monitoring the performance of a variety of contractors and service providers. You should have a good working knowledge of infrastructure and network management and building a good basic understanding of associated health and safety requirements. You will be able to provide advice and support on the implementation of system developments and advise managers, staff and governors on IT issues and developments. You will have qualifications and/or experience relevant to this role. You will have good communication skills, and an ability to coordinate related projects, working effectively with and manage others.

Duties and Responsibilities

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore considered essential.

General and operational

- Responsible for day-to-day oversight and management of Academy Site within all areas of ICT, in line with the Academies stated Policies, ensuring the site can operate ICT related activity in a safe and high quality environment for learning and community use.
- Responsible for the management of the ICT Support department's budget
- Ensure all activity complies with the Health and Safety at Work Regulations.
- Ensuring a system is in place for monitoring and ensuring ICT systems are operational, including at evenings and weekends when required.
Contribute to the design development and implementation of working practices and procedures that enhance the impact of ICT services in the efficient delivery of management information that supports the learning and teaching within the Academy.
- Review and develop policies and operational procedures to assist with ICT Management, including supporting practice to ensure GDPR compliancy.
- Responsible for the provision of specialist advice and guidance to the Business Director and Headteacher on Local and National Policies / Statute in relevant areas.
- To have a flexible approach to working hours to accommodate whole school operation.
- Line management responsibility of the ICT team, including:
 - ICT support staff recruitment, induction, appraisal, training and mentoring;
 - monitor the deployment and workload of the ICT support staff team;
 - ensure duties are undertaken in an efficient and professional manner;
 - prioritise workload.
- Undertake any other relevant duties as directed.

Network and ICT specific

- Working to **develop** an effective and resilient LAN and also contributing / leading the construction management and configuration on any future WAN.
- Contribute to the identification management and implementation of suitable hardware and software solutions.

- Responsible for the school's network management design, implementation and maintenance of the network infrastructure including cabling, switch management and Wireless APs.
- Responsible for the school's server management; maintenance, updates, general upkeep and running of all the physical and virtual servers.
- Ensure all activity complies with the Health and Safety at Work Regulations.
- Responsible for specification, purchasing, construction and maintenance of all school computer workstations, including both hardware and software problem resolution.
- Responsible for the specification, purchasing and management of ICT School Operational SLA's/Contracts, including any leasing arrangements.
- Manage school data both onsite and offsite including the management of data backups, security, user disk quotas, organisation of shared drives and folder permissions.
- Manage user accounts for all main IT systems such as AD, Office 365 and SIMS.
- OS and application management including workstation builds, license management, the creation and roll out of packages, application updates and maintenance of all IT systems and packages.
- Oversee, work with and support the ICT Technician to manage, develop and update the school website, VLEs, Social Media and any other platforms as required.
- To work with and support subject Team Leaders with the introduction of any new subject specific software.
- Ensure ICT safeguarding practices by managing and deploying effective internet filtering systems, policy central snapshot software and promoting and utilising classroom monitoring software.
- Manage CCTV servers, switches, cabling, maintenance and installation of cameras where necessary.
- Manage and maintain the telephone and broadband system, including supporting the Business Director in set-ting up of new contracts. To install all new telephones and systems.
- Responsible for the strategy and implementation of security measures to ensure a secure network. This includes applying appropriate computer and user policies, deploying and maintaining anti-virus software and ensuring servers and workstations are installed as necessary updates.
- Liaise with suppliers through procurement activity as required, specifying specification and scope of works when installing or purchasing new equipment, ensuring the school obtains value for money.
- Develop, implement and monitor ICT supplier performance against agreed service level agreements taking appropriate action when suppliers underperform.
- Support the Business Director with specifications and quotations for Tender purposes.
- Review operational and supplier activity providing reports on areas for improvement and raising any risks to the Business Director.
- As required, liaise with third party support organisations to resolve support issues with both hardware and software.
- Respond to the electronic work request system notifications by prioritising and resolving the tasks specified. Communicating progress to all concerned.
- Monitor the effectiveness of the ICT provision throughout the school and implement/advise on improvements as required. Keep abreast of technological advances and advise on future adoption if necessary.
- Responsible for the construction and implementation of the ICT Development Plan.
- Maintain records of problem investigations and resolutions, recording all major changes made to the network.
- Provide whole staff team with IT training when necessary.
- Support and advise staff in the use of IT facilities provided by the school.
- Keep and maintain appropriate records including, asset registers of all ICT equipment along with a 3 - 5 year replacement plan.
- Manage network downtime to allow for network updates and any infrastructure changes.
- Ensure ICT facilities meet the teaching and support staff needs.
- To work closely with the Business Director, Site Manager and Faculty Lead for ICT on any projects or new developments.

CPD

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

Other Duties:

- A commitment to safeguarding all children
- Confidentiality, respect and understanding
- Maintain safety under the schools Health and safety guidelines
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, including attendance to teacher training days as specified
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

Person Specification

Network Manager Person Specification

Essential

Desirable

QUALIFICATIONS AND TRAINING

1	GCSE standard Grade C or above in English and Maths	√	
2	NVQ Level 4 for IT Professionals.	√	
3	HND or Degree in Computing/Information Technology/ Networking or related subject		√
4	Evidence of further Professional Development and training and how it has been applied	√	

EXPERIENCE

1	Experience of network development.	√	
2	Extensive experience of hardware and software implementation	√	
3	Problem solving in an ICT environment.	√	
4	Experience of installation and management of networks, including windows servers and configuration of active directory, VLANS, WLANs and other networking hardware and software.	√	
5	Experience and knowledge of a wide range of software packages.	√	
6	Supervisory or Management	√	

Knowledge and Understanding

1	Working knowledge of network systems, their installation, maintenance and adaptation	√	
2	Working knowledge of current computer operating systems and other relevant systems.	√	
3	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	√	
4	Understanding and ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.	√	
5	Understands the schools development plan and how it relates to team and individual objectives.	√	
6	Working knowledge of educational systems e.g. SIMS		√

Skills, Abilities and Attributes

1	Fluent in a range of general and specialist software including Microsoft Office.	√	
2	IT Project Management	√	
3	Ability to organise, lead and motivate other staff.	√	
4	Ability to plan and develop systems.	√	
5	Ability to plan short to long term development plans.	√	
6	Ability to work creatively to deliver agreed outcomes to deadline and within budget.	√	
7	Able to plan, priorities and manage own time effectively	√	
8	High Level of communication skills.	√	
9	Excellent problem solver with good fault finding skills.	√	
10	Ability to relate well to children, young people and adults.	√	
11	Good organising, planning and prioritising skills.	√	
12	Identifies and overcomes barriers and manage risks.	√	
13	Builds personal relationships with stakeholders, through regular contact and consultation.	√	
14	Flexibility and adaptability with a 'can do' attitude.	√	

Other Factors

1	Accepts supports and quickly implements change.	√	
2	Identifies and promotes best practice and encourage the sharing of ideas.	√	
3	Proactively seek opportunities to increase job knowledge and understanding.	√	
4	Requires minimum supervision.	√	
5	Takes responsibility for own and team actions.	√	
6	Builds strong team ethos where everyone feels valued.	√	

7	Provides timely, sensitive and honest feedback on performance.	√	
5	Is accountable for own development and encourages the ownership of development needs amongst team members.	√	
6	Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	√	

How to apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teachers number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

Deadline for completed applications is Tuesday 8th May by 1pm

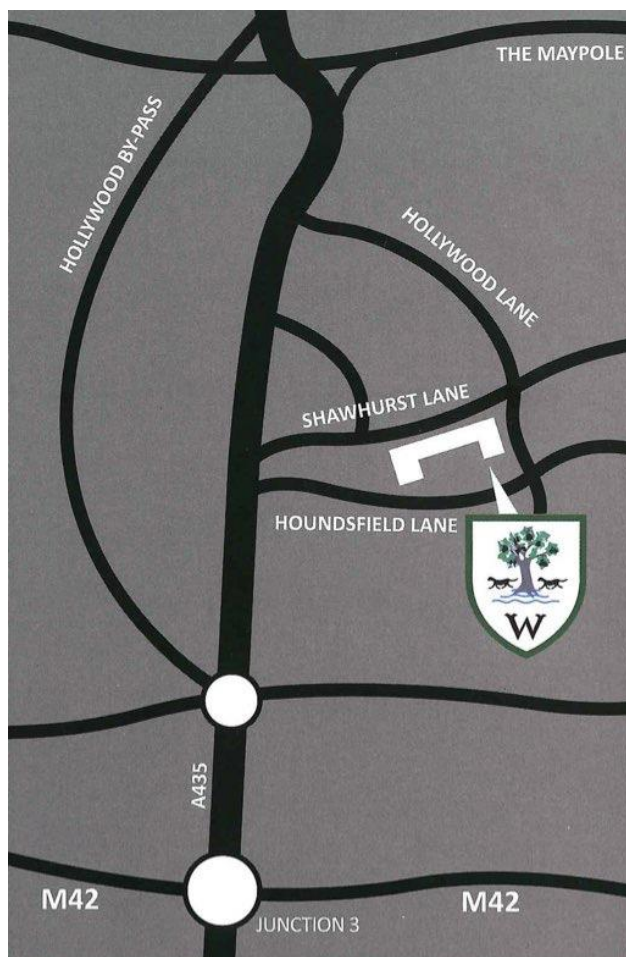
Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane
Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**.

At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted