Tandridge Learning Trust

IT Network Manager

£40,296 to £43,735 p.a.

From January 2025

OUR VALUES

COLLABORATION

INTEGRITY

EQUITY

CONTENTS

Tandridge Learning Trust 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 candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.

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WELCOME

Dear Candidate

Thank you for enquiring about this post.

This candidate pack has been designed to give you essential information about our vacancy and the specifics of the role so you can decide if this should be the next step in your career. It should be read in conjunction with our booklet called, "Joining Our Team" which explains the benefits of working for Tandridge Learning Trust.

It is important to us that colleagues at every level feel valued and supported. We want you to enjoy working for our Trust and embrace being part of our dedicated teams, improving the lives and outcomes for our students. To this effect, we will ensure that development is a high priority and our commitment to you will begin immediately with a good on-boarding process, ensuring those first few weeks and months are an exciting, informative and rewarding experience.

I can guarantee that you will find our staff friendly, inclusive and welcoming, irrespective of which team you are joining. I hope that these factors, together with our excellent benefits will encourage you to apply for this vacancy.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage . Do telephone or email, if you wish to discuss any aspect of the post - contact details can be found on page 10.

We look forward to receiving your application.

Kind regards,

Rebecca

Rebecca Plaskitt
Chief Executive

JOB ADVERTISEMENT

Are you a Network Manager or IT Manager working within schools? Are you looking to take the next step in your career into a Trust IT Manager or Trust Network Manager position? Here you'll be joining an ambitious Trust at an exciting time in its development. You will be working centrally for our seven schools and will be responsible for overseeing the management, installation, maintenance, availability and security of the curriculum and administrative IT network, including the hardware and software infrastructure of our network.

With proven technical competence and significant experience you should have a good working knowledge of maintaining IT hardware and software as well as working knowledge of maintaining networks.   We are looking for a friendly, versatile candidate with specific technical awareness of Active Directory, Microsoft 365, Azure and Intune who can lead our dedicated and supportive IT team.

Our many employee benefits for you to enjoy include: -

- Well established and supportive training and development opportunities

- Competitive salary and membership of the Local Government Pension Scheme

- Family friendly policies, including discounted nursery provision on-site

- Employee assistance programme & wellbeing support

- Lifestyle and retail discounts via our brand new benefits platform

- Staff sports and social events

If you have the skills, experience and enthusiasm we are looking for, we look forward to hearing from you. Please call for an informal chat or to arrange a visit.

CLOSING DATE: 30th September 2024

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed. Visits welcome.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure

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JOB DESCRIPTION

Job Title	**IT Network Manager**
Phase	**Trust Shared Services**
Accountable To	**Director of Finance and Business Operations**
Responsible For	**IT Operations Manager**
Grade / Scale / TLR	TLT9
Date	**September 2024**

Job Purpose

The IT Network Manager will lead in the delivery and development of our IT function within the Trust. Working on both central IT projects and developing the use of IT services across our schools, the postholder will manage and maintain both an operational service and strategic overview.

Key Accountabilities and Tasks

Network Management, Stability and Performance

- Ensure the ICT network and infrastructure are stable, maintained, up-to-date, robust, and fit for purpose.
- Work with the Director of Finance and Business Operations, Headteachers, and IT team to ensure that the network enables all staff to have confidence in technology and to walk into any of the school's classrooms and begin using ICT without hesitation or worry.
- Ensure servers are maintained and upgraded to high specifications.
- Maintaining Cyber Response plan, Strategic Plan & change management, and records.

JOB DESCRIPTION

Support

- Manage the operational delivery of day-to-day IT processes to ensure a robust and consistent service, troubleshooting service issues when they arise.
- Participate in training and development activities as discussed with the Director and take responsibility for personal and team training and development.
- Oversee delivery of the Help Desk function.
- Continually review and develop good working practices and service standards of IT services.
- Continually review, develop, and deliver improvements to the IT service.
- Ensure all software is correctly licenced and stored securely.
- Responsible for specific software and annual hardware upgrades, minimising downtime.
- Oversee IT inventory management, ensuring the upkeep and maintenance of records.
- Represent the school at external forums, interacting with other professionals and institutions to share and develop good and outstanding practices. Liaise with external suppliers as required.

Virtual Learning Platform

- Embed cloud strategy and the use of the learning platforms.
- Maximise the use of devices and how they will be used, depending on subjects and learning.
- Support and foster teacher confidence in utilising device technology in their classrooms, helping to integrate IT tools into every subject, contributing to staff training, and helping to make sure that the device strategy vision is sustainable.

Project Management

- Work with the Trust's Director of Finance and Business Operations to develop and deliver innovative ICT strategies to support the development and growth of the organisation.
- Continually review, explore, evaluate, and promote operational improvements to providing ICT infrastructure, hardware, software, and services.

Supervision and Developing the Team

- Responsible for supporting the IT Operations Manager in the delivery of day-to-day ICT processes to ensure a robust and consistent service.
- CPD, appraisal and training and development of direct reports
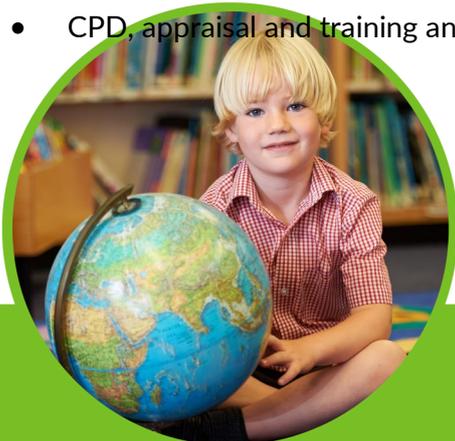
JOB DESCRIPTION

- Have a good overview of the support the team provides to pupils and staff using IT equipment and networks to prioritise people resource allocation and training.
- Delegate and allocate specific responsibilities and duties to the team to manage and maintain the operational service.
- Coach colleagues in effective planning, sharing, and developing good practice, and ensuring consistency of approach in delivering against approved objectives.
- Train others in areas of professional expertise associated with the post holder's substantive role.

IT Budget and Finance

- Responsibility for a school IT budget and specific school-based project budgets, dealing with fluctuations and priorities.
- Oversee a rolling programme of updating resources and determining equipment, hardware, and software replacement programmes.
- Work with the Director to ensure contracts are fit for purpose, financially viable, and value for money. Negotiate with suppliers.
- Contribute to IC tender purchases for the purchase of IT-related equipment and contracts, working with the Director and Finance Managers to ensure the correct procedures are followed.

Back-ups and Disaster Recovery, Data Protection

- Ensure school and Trust backup procedures are undertaken and operating effectively, including overseeing business continuity/ disaster recovery tests.
- Backing up servers (files, folder), maintaining and checking
- Server recovery (in case of failure)
- Manage security for files and folders for users and groups on-premise and in Microsoft.
- Support Trust Data Protection/GDPR processes
- Process data retention protocols in line with Trust policy, i.e., delete records/files, and provide reports on data disposal.
- Cyber essentials - follow Trust protocols.
- Phishing Emails - follow Trust protocols

JOB DESCRIPTION

General Duties

- Proactively promote and comply with safeguarding / child protection in all areas of responsibility.

- Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.

- Uphold and promote the values and ethos of the Trust.

- Implement and uphold all Trust policies, procedures, and codes of practice.

- Follow the health and safety policy and be aware of your responsibility for personal health and safety and that of others. Report any hazards and actively contribute to the security of the school.

- Participate fully in staff training and development opportunities, including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.

- Stay abreast of new technology, make suggestions for improvement, and assist in reviewing and improving operational procedures as required.

- Undertake any other additional duties commensurate with the grade of the post. This includes occasional and / or pre-planned work at other schools across the Trust.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Degree level or equivalent or a minimum of 5 years professional experience in an associate area • Up to date CPD	• Project management • Leadership/management
KNOWLEDGE & EXPERIENCE	• Experience of using IT systems, including Windows client/server operating systems • A solid technical background with experience in designing, configuring and managing networks • Project Management • Implementation and management experience of Microsoft Server environments, Active Directory, Microsoft 365, Azure and Intune • Experience with MDM's • Working knowledge of virtual server and desktop infrastructure solutions • Working knowledge of data management systems — integrations and connections. • Ability to assess and utilise software applications in planning, analysing and manipulating data. • Up to date knowledge of IT technologies and digital telephony • Excellent understanding of GDPR, data protection and IT implications	• Worked in a school / educational environment or similar • Experience of leading a team • Working knowledge of website hosting
SKILLS & APTITUDES	• Planning and organising • Analytical skills, attention to detail and practical problem solving • Time management and the ability to meet deadlines with conflicting demands	• Willingness to participate in professional development
PERSONAL ATTRIBUTES	• Proactive, self starter • Honesty, integrity and a commitment to maintaining the ethos of the Trust • Positive, open and friendly attitude to service improvement and delivery	
SAFEGUARDING	• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Trust's Child Protection & Safeguarding and related policies	

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CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form via our online recruitment site

CLOSING DATE: 30th September 2024

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Suresh Shan
Job Title:	Director of Finance and Business Operations
Phone Number:	01883 776677
Email Address:	S.Shan@TandridgeLearningTrust.co.uk or HR@TandridgeLearningTrust.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.

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☎ 01883 776677

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