Simon Langton Girls' Grammar School

IT Network Manager

March 2023

Candidate Information Pack

Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*

- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*

- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*

- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher

Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint an IT network manager to take responsibility for managing the backend IT infrastructure for our school, as well as providing first class support to all users.

You will be required to work closely with the Leadership Team to plan an IT vision and strategy for the school, leading to efficiencies and improved outcomes for learning and teaching, ensuring our school has both the hardware and software required to be a leading example of the use of technology in education.

A strong technical background and sound knowledge of current technologies is essential to be successful in this role. You will also be responsible for an IT Technician and Reprographics Technician, providing them with the necessary support and mentorship.

This role requires outstanding planning and organisation skills. It is essential that you are adaptable, have excellent attention to detail and can cope in busy and challenging situations.

The successful candidate will be committed to delivering the best possible outcomes for our school community. The IT network manager will be responsible for the quality and delivery of ICT and technology within the school and meet the needs of all stakeholders. A firm focus on technological innovations and customer service satisfaction is key to this role. You will hold responsibility for all IT infrastructure and managing risk, security and disaster recovery/business continuity.

Working hours and weeks can be negotiated should the successful candidate wish to work reduced hours or weeks per year. The normal working week is 37 hours but P/T working may be considered. An all year round contract is available, but term time with some additional working weeks will also be acceptable, if desired by the successful candidate.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.

Job Specification

Job Title: IT Network Manager

Job Purpose: The post holder will be responsible for the line management and development of the IT department and its personnel; acting as the technical lead within the school; assisting the leadership group with the development of the school's IT and communications systems vision and strategy to meet the dual demands of curriculum and school administration.

Responsible to: Deputy Headteacher (Director of Learning and Standards)

Salary: KCC Kent Range 10 currently £34,866 to £41,011

Hours/Weeks of Work: The working hours and weeks are negotiable, normal working week 37 hours but P/T working may be considered. All year round contract available, working weeks can also be negotiated.

Principle Accountabilities:

- Work closely with the SLT to develop, monitor and action the school's ICT vision and strategy

- Take responsibility for the quality of IT and communications systems and support within the school, monitor, evaluate and report on it as part of the school's self-evaluation process

- Use the performance management process to ensure the IT department skills and support are developed, and of a high standard

- Support the teaching and learning ensuring ICT systems are fit for purpose

- Support the school's administration ensuring appropriate systems are in place and operating efficiently for day-to-day operations

- Co-ordinate the use of data within the IT department

- Take responsibility for the operation of the school's service desk

- Manage the copiers and print solutions to ensure continued operation

- Take responsibility for the operation of the school's Audio/Visual systems

Specific Accountabilities:

- Manage the schools Microsoft 365 tenant and utilise SDS for group creation

- Manage the schools physical and virtual server infrastructure inc storage solutions

- Line management of IT department within the school's Performance Management process

- Where appropriate, contribute to school development planning, evaluation and review process

- Ensure the effective use of IT and communication resources and prepare information for IT-based capital projects

- Ensure high standards are adhered to with regard to network security and data protection

- Ensure ICT policies are in place to support the school's IT requirements

- Support leadership group with school improvements and liaise with other subject leads

- Manage the programme of IT projects undertaken by the IT department

- Manage the IT Department budgets, identifying trends and budget projections and forecasting to assist the school finance department

- Create and manage all network user accounts, ensuring correct access rights and audit as required

- Maintain a comprehensive database of all support requests

- Lead the management of the IT infrastructure

- Procure ICT equipment on behalf of the school

- Ensure data stored on the system is current and out of date data archived

- Lead the management of the school's communications systems

- Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy

- Identify school staff training issues and deliver appropriate training

- Assist with day-to-day IT operational issues when required

- Assist the leadership group in the appointment of IT support staff

- Sit on the school Health and Safety committee and assist with implementing the school's Health and Safety policy

Leading the team:

- To contribute to overall ethos, work and vision statement of the school

- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Qualifications:

Level 4 Diploma (or equivalent) and/or holding or working towards a full professional qualification with extensive experience in a relevant field.

Experience:

Experience in all aspects of ICT technical support.
Experience of Microsoft 365 including School Data Sync, Hyper-V virtualisation, HP switches, Apple device management, CCTV, Paxton Door Access.
Experience of staff management.
Experience of managing budgets.

Skills and Abilities:

Requires skills to analyse and interpret data, such as usage trends; develops specifications for software and hardware.
Good communication skills for offering information, advice and guidance on complex ICT issues, such as software compatibility; negotiates with suppliers.

Knowledge:

Knowledge of relevant ICT hardware and software packages, IT management techniques and practices – typically acquired in an ICT-related environment (e.g., managing data, reporting and software).
Relevant legislation relating to Data Protection and Records Management.

- Applications for this post must be made via Kent-Teach

- Applications must be made by midday on Monday 20th March 2023

- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

he purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.
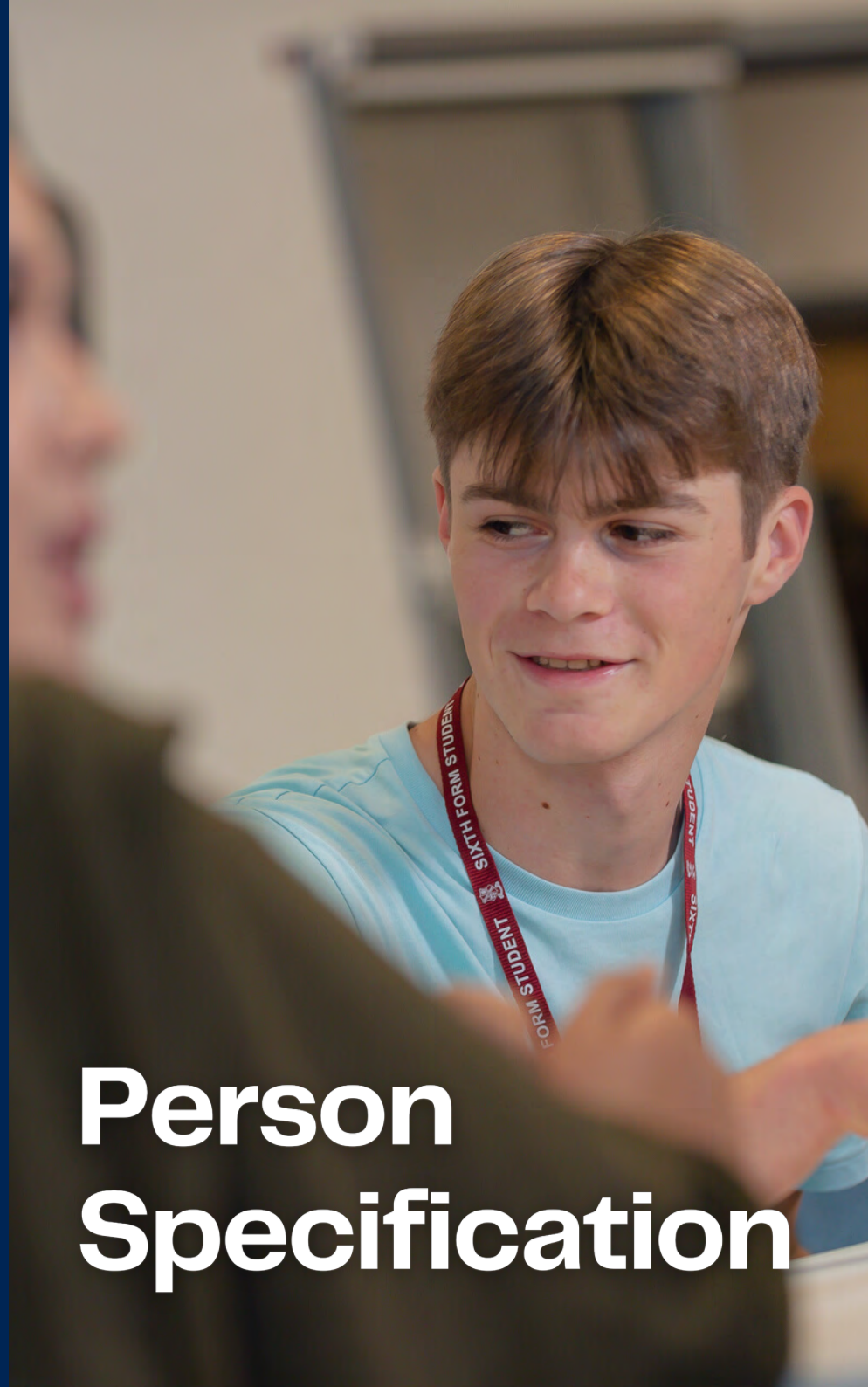
Person Specification

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution

- Teachers Pension Scheme for teaching staff – with a generous employer contribution

- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff

- Access to the Educational Support Line – offering practical and emotional support

- Access to a Cycle to Work Scheme

- Kent Rewards Scheme – local and national retailer discounts

- Additional holiday entitlement for 5 years + service (for support staff)

- Access to annual flu vaccination programme

- Ample onsite parking

- Friendly, supportive colleagues

- A supportive induction programme

- Continuous professional development and training to support the development of your skills

- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Working at our school

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK

- Visual identification which includes a photograph, usually a passport or photo driving licence

- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name

- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible.
All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK

- Receipt of two satisfactory references

- Verification of identity checks

- Verification of qualifications

- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years

- Satisfactory pre-employment health clearance

- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment