Pleckgate
HIGH SCHOOL
Aspire & Believe. Act & Succeed.

Ofsted
Outstanding Provider

ICT Network Manager

Candidate Information

A message from the Headteacher

"The community of Pleckgate has a local secondary school it can be proud of. It provides an excellent education for all its pupils. They flourish in a bright, positive and secure environment."

Ofsted, January 2019

Applications are welcome for the position of ICT Network Manager at Pleckgate High School. This is a special opportunity for an ambitious and dynamic leader to join an outstanding school. You will play a vital role in managing the internal IT department and supporting the school forward on the next stage of its journey.

In particular, we are seeking to appoint an enthusiastic, innovative, experienced and highly committed individual to the key post of ICT Network Manager to help lead and support the ICT provision within our school. You will be responsible for leading, designing, developing and maintaining the technical support for the curriculum and administrative infrastructure of the school. Experience and strong, confident knowledge of ICT systems and Network Management are essential, as is commitment, enthusiasm and a willingness to learn and develop the technical aspects of the school's network and extensive hardware including pupil devices. Knowledge of SIMS, google classroom and new and future technologies is highly desirable and the ability to lead other technical staff and prioritise workloads is important.

Pleckgate High School is a thriving multi-cultural community that places the best interests of young people at the heart of everything we do. In January 2019, the school was judged as outstanding in all areas by Ofsted. A copy of the Inspection Report can be found on the school website. Inspectors found our school to have a great sense of 'industry and endeavor and described the school as 'harmonious' with a common goal to 'excel'.

At Pleckgate, everyone is committed to providing the best educational experiences and opportunities for our pupils. At the heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence.

The pupils, as you will see for yourself should you visit us, are happy, articulate, hard-working and very positive about the school. They are an asset to our community, are incredibly friendly and want to receive a high quality education and to be successful. In addition, we have a highly committed, talented team of teaching and support staff who are both enthusiastic and passionate about providing the pupils in our care with an exceptional education.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all pupils, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then we would love to hear from you.

We would welcome you to visit our school and meet some key staff. Please also refer to the website to learn more about our school, our pupils and the ICT offer at our school. You can also find our latest Ofsted Report and our school results. If you wish to have an informal discussion about this post, please email jferguson@pleckgate.com who will arrange for a Senior Leader to contact you and answer any questions you may have.

Mark Cocker, Headteacher

Why Pleckgate?

Ofsted
Outstanding Provider

Telegraph EAST LANCASHIRE SCHOOLS AWARDS

Secondary School of the Year

Named as a Beacon of Success

by the Institute for Public Policy Research

Placed in the top five schools in the UK

based on results for schools with similar prior attainment

Progress 8 Score:

This school's Progress 8 score is
0.2

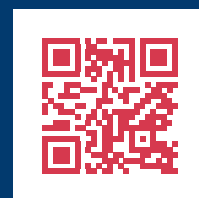| Well below average	Below average	Average	Above average	Well above average
About **12%** of schools in England	About **18%** of schools in England	About **40%** of schools in England	About **18%** of schools in England	About **12%** of schools in England

SSAT EDUCATIONAL OUTCOMES AWARDS 2017

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An Education Partnership Trust School

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pleckgate.com/tour

Job Description

ICT Network Manager

Required June 2022. Grade G: SCP 24-28 (£29 174 - £32 798) per annum

Pleckgate High School is committed to developing the potential of every pupil. We have strong and supportive relationships ensuring our expectations and vision is shared with parents, pupils and staff. In January 2019, Ofsted recognised the rapid improvements across our school and we are now looking for a talented individual to support this continuing work.

The Governing Body wishes to appoint an enthusiastic, innovative, experienced and highly committed individual to the key post of ICT Network Manager to help lead and support the ICT provision within our school. The ICT Network Manager will be responsible for leading, designing, developing and maintaining the technical support for the curriculum and administrative infrastructure of the school. Experience and strong, confident knowledge of ICT systems and Network Management are essential, as is commitment, enthusiasm and a willingness to learn and develop the technical aspects of the school's networks and extensive hardware including pupil devices. Knowledge of SIMS, google classroom and new and future technologies is highly desirable and the ability to lead other technical staff and prioritise workloads is important.

The role would suit an existing or aspiring school ICT Network professional looking to play a leading role in maintaining and developing ICT at Pleckgate.

We are looking for someone who is:

- Passionate about ICT in supporting a child's learning
- Committed to outstanding practice, which will contribute to successful outcomes for all of our pupils.
- Able to think strategically and creatively with an excellent understanding of developments in schools ICT.
- Able to engage, motivate and inspire pupils and colleagues.
- A successful professional with a track record of high expectations and successful outcomes.
- Committed to their own professional development

We can offer you:

- A culturally and socially diverse pupils body who behave well and are keen to learn
- A supportive leadership team who welcome fresh ideas.
- An ICT rich environment where all pupils have mini iPads to support learning in school and at home.
- A well-resourced modern school building, opened in 2011
- Part of a growing MAT with associated benefits such as Health & Dental care plans for staff

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to enhanced DBS clearance.

For further enquiries or visits to the school prior to application please contact jferguson@pleckgate.com

Closing Date: **9th May 2022 9:00am**
Interviews: **13th May 2022**

Further enquiries to Jayne Ferguson, PA to Headteacher: jferguson@pleckgate.com

Job Description

ICT Network Manager

SCP 24-28 (£29 174 - £32 798) per annum
Full time. Permanent
37 hours per week. Flexible to meet the needs of the school. Working out of academy hours may be required.

This post holder will be proficient in managing an ICT Service that provides an efficient and effective ICT Technical Support Services to pupils and staff of the school and alignment with the academy trust objectives. The post holder will lead a small ICT team to ensure safe operation and maintenance of ICT technologies within the school.

Key Areas of Responsibility

- The maintenance and provision of ICT technical support and services within the school.
- To support the use of ICT through maintenance of software, hardware and related equipment, and providing support to staff and pupils to ensure administration and learning outcomes are maximised.
- Provide training and coaching for staff to upskill and enable access to systems to maximise student learning and improve deliver whilst reducing workload for staff.
- In conjunction with school Senior Leadership Team to, plan and implement the school's ICT strategy and service provision, including managing many aspects of ICT technical support.
- Focus on availability of technology of systems, security and connectivity issues.
- Manage all 1 to 1 devices and associated infrastructure within school ensuring each child has access to a fully functioning effective learning device.

Main duties and responsibilities

- Providing technical leadership, foresight and senior level ICT advice and information to meet needs and guide strategic and operational decision-making within the academy.
- Work with Senior Leadership Team to ensure that school ICT systems align with the strategy of the Trust. Agree ICT development plan for the school with the School Business Manager.
- Implementing and communicating ICT strategy, operational plan, policies, procedures, systems and tools, ensuring these are tailored and adapted to suit the realities and needs across all levels of the school;
- Install and maintain computer hardware, clients, laptops, audio/visual equipment and peripherals.
- Manage the inventory of ICT equipment and ensure it is up to date, ensure starters are equipped and leavers return school property.
- Manage the expansion of the academy network infrastructure including switches, cabling and wireless network equipment.
- Manage the school's 1 to 1 devices infrastructure including set up, maintenance and planning strategies in conjunction with the Senior Leadership Team.
- Routine administration including, data backups and system maintenance.
- Maintain a disaster recovery plan including reviewing and testing.
- Software installation, maintenance and upgrading in line with the school development policy.
- Maintain up to date workstation images and deploy them where necessary.
- To keep abreast of technological developments and encourage the use of ICT at all levels.
- To support staff and students with the use of ICT.
- To support staff and students with the set-up and preparation of ICT equipment around the school.
- Oversee and approve all ICT procurement for the school. Ensuring stock levels of spares and consumables are maintained and that you liaise effectively with both internal and external stakeholders.
- Manage staff and student accounts and, where necessary, add new members of the school community and organise the archiving of user materials from school leavers before removal of their user accounts.
- To manage the ICT Helpdesk, to ensure all requests are resolved effectively and within an adequate time frame.
- To be aware of all school policies relating to the role and carry out the responsibilities detailed therein.
- Support and manage the database infrastructure for onsite servers and systems.
- Support internal stakeholders with the technical elements of the academy MIS system and liaise with external stakeholders as required.
- Maintain a list of ICT software license agreements along with costs and renewal dates and support finance staff with budget planning.
- Working with site, behaviour and safeguarding staff support the deployment, management and maintenance of CCTV systems.
- Work with the academy's in-house catering team and other stakeholders to ensure that the cashless catering system fit for purpose.
- On occasion direct the ICT support team to provide AV support to users of the theatre spaces

Job Description continued

Training and development

- Carry out staff inductions for ICT equipment and keep records of staff training and compliance.
- Maintain appropriate levels of training in the role, keeping up to date with new initiatives and developments in ICT.
- Attend events and training as required.
- Identifying training needs and helping to deliver training for staff as needed to operate ICT systems.
- Keep abreast of technology trends and discern which offer solid, appropriate, cost-effective ICT solutions.

Data Protection

- Adhere to the Trust's data protection polices and processes.
- Support the Trust's Data Protection Officer (DPO) carry out data protection impact assessments (DPIA) on new and developing areas that require data processing & recording.
- Support the DPO to ensure that, where required, evidence of compliance is recorded as required in the Trust data protection polices and processes.
- To ensure the academy's local ICT infrastructure, data storage and usage are GDPR compliant.
- Report any data breach of the academy's ICT acceptable use policy to the academy's Data Protection Lead.

Line management

- Manage ICT staff including training, performance management and assigning accountabilities and tasks, assisting with the recruitment of staff members to ensure effective performance of the team and support service.
- Ensure that clear service standards are achieved through the setting and monitoring of targets.
- In partnership with the School Business Manager, develop a staffing plan for the ICT team.
- Ensure that staff are recruited, trained, managed, appraised, developed and supported in order to maximise their full potential and deliver excellent services.
- Provide technical guidance and updates to other staff as required, exercising judgement as to which are the most appropriate.

Budget management

- Manage the ICT budget, ensuring expenditure does not exceed agreed levels.
- Lead the negotiation and delivery of Service Level Agreements with external service providers and ensuring that SLAs are achieved to a high standard, taking corrective action in line with agreed strategies and plans.
- Identify and establish strategic service provider relationships and to select, manage and direct providers of ICT services.
- Provide expertise and detail on costs in the planning and budgeting for activities that have ICT components.

General responsibilities

- To adhere at all times to the Trust's policies and procedures.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the academy's safeguarding policy.

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes. This post is subject to an enhanced DBS certificate.

Person Specification

Job Title:	ICT Network Manager
Grade G:	SCP 24-28 (£29 174 - £32 798) per annum

No	CATEGORIES	Essential / Desirable
QUALIFICATIONS AND TRAINING		
1.	Good general level of education. A-levels or equivalent, with GCSE Grades 9 - 1 or above or equivalent in English Language and Mathematics	E
2.	ITQ Level 4, Microsoft Certification IT Professional level 4 of equivalent qualifica-tion or experience in an ICT related discipline eg ITIL Foundation certificate	E
3.	Degree in relevant subject of equivalent qualifications	D
KNOWLEDGE AND EXPERIENCE		
4.	Good knowledge of Office 365 Cloud Services	E
5.	Good knowledge of Google Cloud Services	D
6.	Ability to articulate technical ideas to non-technical people, both verbal and written and where required in an effective non-technical way	E
7.	Understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with a proven technical background in desktop computers, peripherals, software and other hardware	E
8.	Proven track record at a senior level of leading an ICT team in a complex organi-sation and delivering measurable improvements in ICT service delivery to a tight budget to meet organisational objectives	E
9.	Working knowledge and understanding of the range of relevant policies/codes of practice and awareness of relevant ICT legislation, including those relating to compliance with GDPR and the Freedom of Information Act	E
10.	Knowledge of how E-learning can support the implementation of the national curriculum in schools	D
11.	Knowledge of budget planning and management	E
12.	Ability to understand, analyse and explain ICT to colleagues in an effective non-technical way	E
13.	Ability to troubleshoot and problem solve technical issues quickly and efficiently for colleagues	E
14.	Experience of dealing with stakeholders at all levels	E
15.	Good interpersonal and communication skills, both written and verbal	E
16.	Experience of managing priorities in a pressurised environment whilst meeting agreed deadlines/timescales and targets	E
17.	Experience of working in an education environment	D
18.	Willingness to work flexibly when required	D
19.	Hands-on experience troubleshooting hardware such as servers, routers, bridges, switches, hubs, modems, network interface cards	D
20.	Excellent knowledge and understanding of internet protocols and standards	E
21.	Knowledge and understanding of IP telecommunications principles	D
PERSONAL QUALITIES & ATTRIBUTES		
22.	Have a high level of integrity and credibility	E
23.	Able to self-lead, develop and motivate to achieve goals	E
24.	Ability to perform the physical tasks required by the post	E
25.	Ability to motivate and lead others	E
26.	Be committed to continuous personal and professional development to maintain and extend skills and knowledge	E
27.	Good interpersonal skills with all members of the school community and 3rd party support providers	E
28.	Reliable, honest and trustworthy	E
29.	Willingness to be trained and keep up to date with changes in all relevant legisla-tion including health & safety	E

Contact

Mrs J Ferguson, PA to the Headteacher

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Pleckgate Road, Blackburn, BB1 8QA

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