



Being the best we can be

# ICT NETWORK MANAGER

## STOKESLEY SCHOOL

Application Pack

## Welcome from the Headteacher



February 2021

Dear colleague

Thank you for your interest in joining our team at Stokesley School, a member of Areté Learning Trust. This is an exciting time in terms of our development and a fantastic opportunity for a keen Network Manager to contribute to it both at a school and a trust-wide level.

Historically, we have achieved consistently good results across our school and we are proud of our traditions. We are keen, however, to make improvements in a number of areas ensuring every child at our school achieves to the very best of their ability. That's where you come in! We wish to recruit a creative and highly effective Network Manager to play a key role in the further development of our very successful school and trust. You should be passionate and knowledgeable, be focused on making a difference for young people, and be driven to ensure the very best standards of teaching and learning support for staff and students alike.

Stokesley School is a very popular fully comprehensive school and the successful candidate will be a key player in making it even better. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of achievement but also so that they learn to think critically, set themselves the highest standards, experience the real joy of learning and raise their aspiration beyond what might have been expected. We are committed to staff development at all levels and this is evident in some of the excellent faculty and support teams who challenge and support their students, working hard to develop a vibrant learning culture. You will be part of a highly effective network team, with a brilliant Network Technician reporting to you. You will also be part of a wider trust team who are also skilled and knowledgeable and keen to make the distance between our trust schools disappear via the power of technology. It's a really exciting time for us: the pandemic has accelerated our digital transformation, and our one-to-one student devices (chromebooks) are now an integral part of our teaching and learning. With expertise in the Google platforms, you'll help us take this even further. The sky's the limit!

If you are inspired by our vision of education and are considering submitting an application, please feel free to telephone the school for an informal chat or to arrange a visit if you would like to do so. Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for this post – don't be too modest! I look forward to reading your application and to welcoming a creative and dynamic colleague to Stokesley.

Yours sincerely,



**Mrs H.L. Millett**  
Headteacher

## Information Technology & Network Manager - Job Description

Grade J (Spine Point 26 – 29) £30,451 to £32,910

37 hours per week – full year

**Responsible to: Chief Operating Officer**

### Job Purpose

- The management and supervision of an IT team that is effective, sustainable and capable of addressing the present and future school needs.
- To ensure that there is a clear ICT vision for the school and to keep up to date with emerging technologies.

### Main Responsibilities

- Manage the Stokesley School IT Team supporting all IT systems across the School and supporting its educational and E-Learning strategic goals.
- Take responsibility for developing the strategic direction of IT within the school including a strategic role in the production of IT policies and procedures.
- Take responsibility for delivering the IT strategy through a clear vision for the School and keep up to date with emerging technologies, undertaking research and analysis, advising on developments that are of benefit to the School.
- Advise the Management Team in relation to all IT issues for Stokesley School including, but not exclusively, operational implications and costs of new applications/infrastructure.
- Manage all 3<sup>rd</sup> party IT contracts and contractors, ensuring that the best interests of the School are maintained.
- Ensure Stokesley School has a robust business continuity plan and support contracts to cover failure of business critical systems.
- Ensure continuous improvement of the IT function with special regard to system and infrastructure reliability and security. Management information systems should be created and maintained for staff and students.
- Improve the efficiency and effectiveness of individual departments by the identification, develop and introduction of appropriate IT solutions.
- Plan and oversee IT projects concerning the teaching and learning and management developments.
- Oversee the maintenance of an effective telephone & CCTV infrastructure in conformity with current regulations.
- Procure all appropriate statutory licenses to operate equipment and ensure they are maintained in force.
- In liaison with other IT personnel, meet technical representatives from outside organisations and bodies, evaluate their products as appropriate and advise on future replacement programmes.
- Oversee the production of annual plans and budgets for the IT Department. Evaluate bids against budget and school development.
- Ensure that the requirements of all internal and external audits are satisfied.
- In conjunction with the Finance Department, ensure that all invoices and accounts relevant to the IT Department are monitored and controlled.
- In liaison with other Stokesley School personnel, oversee the preparation of tender documents for the procurement of equipment and/or services are required.
- Arrange maintenance contracts and ensure that they are correctly approved and effectively implemented and renewed, as and when required.
- Represent Stokesley School on external committees or working parties and other venues. These may be at local, regional or national level.

- Represent Stokesley School's interests at the Trust's User Group and Strategic Planning Group and incorporate relevant outcomes into the strategic plans and policies as appropriate.
- Chair IT strategic working groups as required and provide advice, leadership and appropriate guidance to all IT users.
- Ensure that the Stokesley School Information Technology facilities are audited (internally) at regular intervals.
- Attend all training courses as instructed, internal or external.
- To undertake whole school support duties as may be requested by the school leadership team from time to time. This may include, but is not limited to, supporting lunch and extracurricular activities including off site visits, performing arts productions and school trips.

-----

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

*Areté 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. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS*

## Information Technology &amp; Network Manager – Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Good level of numeracy (I) and literacy (A/I)</li> <li>▪ Recognised IT qualification (A)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further qualifications relevant to the role of IT (A)</li> <li>▪ Recent, relevant Network Management work experience (A/R)</li> <li>▪ Experience of project managing major ICT infrastructure projects (A/R)</li> <li>▪ Evidence of further professional development in the IT field (i.e. qualifications in networking) (A/I/R)</li> </ul>
<b>WORK RELATED EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Training colleagues within an IT environment (A/I/R)</li> <li>▪ Working in a wide area network environment (A/I)</li> <li>▪ Hardware fault diagnosis/repair (A/I/R)</li> <li>▪ Experience of software installation and troubleshooting (A/I/R)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of: Cisco unified communication system (A/I) Digital signage control (A/I) Intranet development and design (A/I)</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▪ A good practical knowledge and understanding of:</li> <li>▪ Windows networking (A/I)</li> <li>▪ Wireless networking (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to resolve IT issues remotely from a 'help desk' (A/I)</li> <li>▪ MCSE and CCNA qualifications (A/I)</li> <li>▪ Experience of having worked with the SIMS software (A/I)</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>▪ Able to work as a member of a team (I/R)</li> <li>▪ Ability to communicate effectively with colleagues and students (A/I/R)</li> <li>▪ Appreciation of the use of IT in a classroom setting (A/I)</li> <li>▪ Good analytical and problem-solving skills (I/R)</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>▪ Committed to continuous personal professional development (A/I/R)</li> <li>▪ Keen to work in a school environment (A/I)</li> <li>▪ Ability to develop the role and standing of the School in the wider community (A/I/R)</li> <li>▪ Commitment to delivery of a high level of service (A/I/R)</li> <li>▪ Commitment to equal opportunities (I)</li> </ul>	

(A) = application

(I) = interview

(R) = reference

## APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

### Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

### How to apply

Please forward your completed application form to Miss J Hargreave using the following email address: [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **Midday Friday 26<sup>th</sup> February 2021**

Shortlisting: **Monday 1<sup>st</sup> March 2021**

Interview Date: **week commencing 8<sup>th</sup> March 2021**

## APPLICATION FOR POST OF: ICT NETWORK MANAGER AT STOKESLEY SCHOOL

**Please write in black ink or type. Do not include a CV.**

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since (Date):	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify dates:	Date (MM/YY) From: <input type="text"/> Date (MM/YY) To: <input type="text"/>
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the date of issue.	Date: <input type="text"/>

Insert your National Insurance Number:

--	--	--	--	--	--	--	--	--	--

### SECTION 3 – SOURCE OF APPLICATION



**SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

**SECTION 8 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please provide your Registration number:</b>	

**Teaching Roles only:**

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please confirm the date:</b>	
<b>If you have answered No, please select the appropriate option:</b>	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

**SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> )
Date of appointment (Month/YYYY):	Salary:
Notice Required ( ) Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

--

## SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer :</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)
<b>Name of Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	

Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):
<b>Please provide details for any gaps in your employment history when you have not been in education, training or employment.</b>	
<b>Please list dates and the reason (i.e. Travel, Parental leave etc)</b>	
Gaps in employment (including dates)	

## SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed).

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note your second referee should ideally be a previous line manager or someone in a position of authority.**

## SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:

Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 13 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:**

<b>Capability/Performance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
<b>Disciplinary</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust	Yes <input type="checkbox"/> No <input type="checkbox"/>

will request to see proof of qualifications at the time of interview.	
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)

**SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: ..... Date: .....

**SECTION 15 – EQUAL OPPORTUNITIES MONITORING**

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		