



**HUMMERSKNOTT
ACADEMY**



Senior Network Manager

Start Date: As soon as possible

a school of possibilities...

Welcome from the Executive Headteacher

Hummersknott is a successful, inclusive school where we strive to ensure all pupils make progress whilst placing pupils' personal development at the heart of the school's ethos, Ofsted 2021.

We have high expectations of our pupils to consistently make positive contributions through promoting responsible, respectful and caring learning habits. This is underpinned by our strong sense of moral purpose and an ambitious curriculum that supports our pupils to achieve academic success as well as to prepare them for life in modern Britain. Our pupils are encouraged to develop their love of learning and reading through the wide range of opportunities and extra-curricular activities available to them, both within and outside of the classroom.

At Hummersknott, we are also passionate about developing the whole child; supporting our pupils to grow and flourish, whilst they are with us, into the young adults the world needs today. We have a responsibility to ensure that they have the knowledge, understanding and skills that will support them to be successful citizens in the future, young adults who know how to transition into further and higher education, know how to effectively function in an ever-changing world of work and know how to keep themselves physically healthy, mentally healthy and socially safe.

We are determined to provide an outstanding education for all, to care and support individuals and stretch and challenge every pupil so that they achieve their very best and fulfil their aspirations.

James Keating
Executive Headteacher



The Role

The Senior Network Manager will oversee the design, implementation, and management of the IT network infrastructure.

The role requires a strategic thinker with strong leadership skills and extensive technical knowledge to ensure the reliability, security, and efficiency of our network systems.

The ideal candidate will collaborate with cross-functional teams to align network services with organisational goals.

The Person

- Inspirational and well-qualified.
- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive learning environment, encouraging intellectual curiosity and critical thinking.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Senior Network Manager
CONTRACT TYPE	Permanent: Whole time, 37 hours per week.
ACCOUNTABLE TO	Head of IT
GRADE	Grade 11 SCP 30-34 £39,513 to £43,693.
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the Academy and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

CONDITIONS OF THIS POST

- The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
- Follow all school medical/health policies.
- To provide first aid, if appropriate, ensuring timely referral to the health service in emergency situations and deciding on the appropriate action. This includes liaising with parents/guardians/carers where necessary.
- To complete first aid training as required and ensure that records are kept up to date.

SPECIFIC RESPONSIBILITIES OF THIS POST

RESPONSIBILITIES FOR SENIOR NETWORK MANAGER

Network Architecture and Design:

Develop and implement network architecture strategies that supports Trust needs and growth, ensuring scalability and performance.

Management and Leadership:

Lead and mentor a team of network managers and technicians, fostering a collaborative and innovative work environment.

Network Security:

Implement robust security protocols and practices to protect the network from internal and external threats.

Performance Monitoring:

Continuously monitor network performance, troubleshoot issues and optimise network configurations to ensure high availability and reliability.

Vendor Management:

Collaborate with external vendors and service providers to procure network equipment and services, negotiating contracts and ensuring compliance with SLAs.

Disaster Recovery and Backup:

Develop and maintain disaster recovery plans and backup procedures to ensure data integrity and continuity of services.

Documentation and Reporting:

Maintain comprehensive documentation of network configurations, policies and procedures. Prepare reports on network performance and project progress for senior management.

Budget Management:

Assist in the development and management of the network budget, ensuring cost-effective solutions that meet Trust objectives.

Staying Current:

Keep abreast of the latest industry trends, technologies and best practices to continuously improve network infrastructure and operations.

Trust Central Team:

Contribute to the Trust's development by leading on a cross-Trust initiative.

Undertake assigned ICT support tasks and project work, ensuring timely delivery and effective solutions to enhance the Trusts infrastructure and operations.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
APPLICATION	Application form.	*	
	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
QUALIFICATIONS AND EXPERIENCE	Educated to NVQ Level 4 or equivalent or experience in a relevant discipline (or willingness to work towards).	*	
	5 GCSE (A*-C) including Maths and English or equivalent.	*	
	5+ years of experience in network management.	*	
KNOWLEDGE, SKILLS AND ABILITIES	Experience of working in a school or similar establishment.		*
	Ability to troubleshoot and configure various PC hardware configurations to component level, including advanced BIOS and graphics	*	
	Experience of using Microsoft technologies to manage an enterprise network including Microsoft Server OS (up to latest version) DHCP, DNS Active Directory and Group Policy.	*	
	Experience with network monitoring tools and performance analysis.	*	
	Proficiency in network security practices and protocols.	*	
	Excellent leadership, communication, and interpersonal skills.	*	
	Experience with cloud networking solutions (AWS, Azure, etc.).	*	
	Strong problem-solving skills and attention to detail.	*	
		*	
PERSONAL ATTRIBUTES	Ability to work successfully under pressure and retain a sense of humour.	*	
	Personal presence and impact	*	
	Ability to work as a team member and manager to achieve common goals.	*	
	Positive attitude and enthusiastic approach.	*	
	Initiative, energy and perseverance.	*	
	Promote a positive image of the Academy to students, parents/carers and visitors.	*	
	Be able to travel and work in designated schools across the Trust if and when required.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references. Any relevant issues from references will be taken up at interview.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by **8am, Monday 9 December 2024** addressed to:

PA to the SLT
Hummersknott Academy
Edinburgh Drive
Darlington
County Durham
DL3 8AR

or by e-mail to jobapplications@hummersknott.org.uk

Provisional Interview date – Monday 16 December 2024

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

