



Todmorden High School

Head of Network and IT Systems

Senior Officer 1 Scale (SCP29, £26,470 - SCP31, £28,221)

*With the opportunity for a Recruitment and Retention
bonus of £2500 for an outstanding applicant, and further
advancement along a career scale*

Closing Date: 1 October 2018 (9.00am)

With interviews on Thursday 4 October 2018

Our Vision

Our school will provide a safe and happy environment where everyone aspires to make remarkable rates of progress, both personally and academically.

We will inspire all to develop our core values of respect, care and honesty. We will support each other and celebrate our talents. Our students will be supported to grow into remarkable individuals, ready to thrive in the modern world.

We hope to give Todmorden an Aspirational, Inspirational and Remarkable school.



Head of Network and IT Systems

Start	As soon as possible Responsible to School Business Manager
Salary	SO1 £26,470-£28,221, with possible R&R of £2500
Benefits	Local Government Pension Scheme Access to healthcare benefits provided through Schools Advisory Service
Hours	37 hours per week <i>30 days annual leave to be taken during school holidays</i>

We are looking for an experienced Network and ICT professional to join our executive team and lead on the maintenance and development of the school's provision. We are looking for an individual who not only has the knowledge and skills to undertake this role but someone who truly embodies the school's vision and core values which are Respect, Care and Honesty.

Our ICT team is in a transitional stage following extensive development over the summer period. As Head of Network you would direct and lead the provision, school wide, supported by a Technician on a day to day basis, with strategic oversight being offered from the Local Authority. There are additional ideas under research which could add to the team further.

You will ensure that the IT services across the school are implemented, delivered effectively and that ICT equipment is available when necessary and fit for purpose. You will co-ordinate the maintenance, installation and availability of the IT networks and resources, supporting the development of the IT networks and services across the site, ensuring all user needs are met.

A key element of the role will be to contribute and support the ICT development plan alongside the School Business Manager addressing and removing any barriers to Teaching and Learning.

You will be able to prioritise and delegate work appropriately, you will also need to work well to deadlines during busy and pressured times. You will need to communicate clearly and sensitively with all stakeholders and work well in a team and alongside other staff. In return, we can offer you the support of experienced Leadership team members and the opportunity to develop your knowledge across a range of different systems and really grow within your career.

Our successful candidate will have an excellent working knowledge of a range of ICT software, hardware and other resources. The understanding of networks, LAN, WAN and Internet topologies, protocols and techniques is essential alongside knowledge of the application of ICT to develop teaching and learning.

Our High School is a warm and friendly environment where staff are supported to grow and develop. Our Executive team plays a crucial role in removing any barriers to teaching and learning allowing our teachers to focus on teaching and good outcomes for our students. Every member of our team plays a vital role in promoting and supporting good teaching and learning.

We welcome applications from our wider community. We are looking for someone who can hit the ground running and join our team as soon as possible. We are a supportive and friendly environment. You will play a significant part in our journey to becoming a truly 'outstanding' school. Please send all completed applications to d.todd@todhigh.co.uk.

If you would like to make an appointment to visit the school, or if you would like to discuss the role further then please contact the school via d.todd@todhigh.co.uk

Todmorden High School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the School on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

5 September 2018

Dear Applicant

Many thanks for your interest in working as our Head of Network and IT at Todmorden High School.

We remain passionate, and ensure our students have access to the very best educational experiences possible. In order to achieve this, it is vital that we attract and retain the right calibre of professional to work alongside our dedicated team. We are seeking colleagues who share the vision that our students are at the very heart of everything we do. A colleague who is able to enjoy positive, professional relationships with young people, and more importantly, a colleague who can demonstrate high levels of emotional intelligence and resilience when dealing with complex and sensitive situations. A colleague who models our core values of respect, care and honesty.

At Todmorden High School, our students are well behaved, respectful and polite. Students and staff work tirelessly to uphold our core values and behaviours. These provide the foundation for high aspirations and foster a love of learning from both staff and students. Our values underpin everything we do, on a daily basis, to ensure that we all know the role that we have to play in both our school, and our community as a whole.

We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; an environment where aspirations can be met and opportunities for personal development and growth remain a constant priority. We are committed to creating a culture where all staff, at all levels, can feel proud of who we are, of our achievements and feel a sense of pride when they reflect on their individual contribution to our School development. All this in an environment where generosity and kindness can thrive.

In keeping with our values, we strive to create a workplace that celebrates difference. Somewhere we all feel responsible, valued, empowered and trusted to do the right thing for each other, our students and our community.

With very best wishes

A handwritten signature in black ink, appearing to read 'G. Shirt', is displayed on a light yellow rectangular background.

Gill Shirt
Headteacher

Job Description

Post Title: Head of Network and IT
Salary: SO1, plus possible R&R
Hours: 37 hours, Full time
Annual Leave: 30 days plus standard bank holidays. Holidays must be taken during school holidays.

Prime objectives of the post:

- To strategically manage the development and maintenance of an efficient ICT infrastructure and technical services; making recommendations to the Senior Leadership Team.
- To lead on the commission and configuration of ICT systems, networks and equipment; including hardware, peripherals and software and ensure efficient performance and deployment of appropriate support services.
- To promote effective teaching and learning throughout the school by the efficient deployment of ICT resources and support the school as it continues on its rapid journey to Outstanding.
- Commitment to safeguarding and promoting the welfare of children. Adhering to the school's and Local Authority's safeguarding procedures.

Responsible to: School Business Manager

Responsible for:

Job Title	Grade	No of Jobholders
Network Technician	Scale 4	1
Network Apprentice DRAFT PROPOSAL	Apprentice Scale	1

Main Duties and Responsibilities:

1. To manage the advanced ICT technical support and advice service to curriculum and administration areas across the school as agreed in negotiation with the Senior Leadership Team.
2. Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the School's ICT hardware, software and network infrastructure including:
 - Servers (curriculum, administration, print & intranet).
 - Internet access, cache, filter and router.
 - Wired and wireless network devices.
 - Network and data security.
 - System performance.
 - Network infrastructure, DHCP, DNS, subnets, VPNs.
 - Management information system – SIMS/FMS.
 - Workstations and mobile devices.
 - Software.
 - Cabling to network devices.
 - Networked printing devices.
 - Interactive whiteboards and projectors.
 - Email system.
 - School Virtual Learning Environment.
 - Website.
 - Ensure Social Media compliance
 - Oversee Prevent strategies which relate to ICT use and follow-ups
3. To manage the performance monitoring of ICT, resources and perform advanced diagnosis and resolution of network infrastructure, software and hardware faults (including peripherals and web

- servers). This responsibility includes ensuring that the team can provide expert user support for all software, hardware and operating systems.
4. Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse, malfunction or disaster. Develop the system recovery process to minimise the risk and impact of a serious disaster and threats to continuity.
 5. To be responsible for strategic business and financial planning to ensure that the ICT service meets the school's strategic vision and needs, including accountability for controlling the budget for consumable, maintenance, software, minor hardware purchases and to be responsible for other resources needed for system operation including peripherals.
 6. To actively manage the Service Level Agreements and delivery of tailored projects and support including ICT security and efficient use of resources.
 7. To advise on and manage the monitoring of Health and Safety and audit checks including electrical testing, warranties, licences and risk assessments. Maintain all necessary records and documentation including network maps and inventories and details of licence's, warranties and equipment checks as necessary.
 8. To manage the department staff including conducting performance management appraisals, inductions, training and disciplinary action in accordance with School policy and with guidance and support from relevant senior staff.
 9. To lead IT support across the school and assist in projects involving IT, provide guidance and support to all levels of users in the use of systems, products and services available to them; create, plan and provide IT training for all staff to be delivered by the IT team.
 10. To support and provide advice to local primary schools, helping where possible with their hardware, software and network infrastructure needs.
 11. To handle any queries in a prompt and efficient manner with a high level of customer service.
 12. To work collaboratively with suppliers, external support, and the Local Authority to promote the vision of the school within the local community.
 13. To contribute to the schools E-safety policy and any other school wide policies and procedures as required in liaison with the Senior Leadership Team.
 14. Manage stocks of IT consumable, records of usage.
 15. Manage the on line communications, e-mail server, internet and intranet sites.
 16. To undertake available training opportunities and demonstrate a commitment to continuous development.
 17. Ensure that legal obligations are met both under the Data Protection Act and for the control of software.
 18. To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the Senior Leadership Team. This may include providing IT support for events outside of normal school hours such as Parent's evenings or student performances.
 19. To perform such other tasks as may reasonably required by the Senior Leadership Team.
 20. Commitment to safeguarding and promoting the welfare of children. Adhering to the schools and Local Authorities' safeguarding procedures.

Knowledge:

- Expert knowledge of a range of ICT technologies, both hardware and software.
- Detailed knowledge of security protection requirements.
- Full understanding of the ICT context within a school environment and general Health & Safety issues relating to ICT team and users.
- Understanding of procurement processes and requirements.

Skills:

- Able to work using own initiative.
- Manage a team.
- Excellent communication skills.
- Ability to train all staff on the use of ICT.
- Excellent team player.

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Initiative:

- Ability to source, recommend, configure, install and test computer hardware, network operating systems, software, and peripheral equipment.
- Ability to act at a senior level and negotiate with internal and external agencies.
- Analytical and strategic thinking.
- Able to communicate and explain computer systems and procedures to adults and students.

Demands:

- Demanding managerial and technical decisions in respect of the optimum use of resources in relation to the school's ICT and IMS strategy, and implementation of the development plan.
- Decisions on ICT procurement within an allocated budget.
- Decisions on deployment of ICT budget.
- Commitment to working constructively as part of the wider school team.
- Ability to work within time constraints.
- Data Protection Act.

People Responsibilities:

Liaising with:

- Headteacher and Senior Leadership Team.
- Middle Leadership.
- Teaching and Associate staff.
- Students.
- Local Authority.
- Other Secondary Schools.

Resources:

- ICT Equipment and consumables.
- School's Information Management System.
- Access to sensitive records.

Conditions:

- School environment.
- Ability to stay calm in high pressured situations.
- Emotional and mental demands.

*This job description is not a restrictive outline but indicates a range of duties.
The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.*

Person Specification

Post Title: Head of Network and IT

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of detailed networking and system specification in a complex environment. • Experience of working in a large, complex organisation. • Proven experience of senior IT management and leadership. • Experience in procurement and in negotiating with ICT suppliers to develop value for money contracts. • History of successful budget and financial management. • Experience of installing and configuring computer hardware and software and managing projects. • Excellent knowledge of Windows Server, Managed networks, Wireless and Citrix Virtualisation technologies 	<ul style="list-style-type: none"> • Previous experience of working in a school environment. • IT service delivery in an educational establishment. • MS Exchange • Automated desktop delivery 	<p><i>Application Form</i> <i>Interview</i> <i>References</i> <i>Certificates</i></p>
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Educated to GCSE standard or equivalent which must include English and Maths. • Possession of an appropriate ICT qualification. • Educated to Degree level in Computer Science or related subject. • Evidence of continuing professional development. • Willing to undertake training on an ongoing basis to keep abreast of change. 	<ul style="list-style-type: none"> • Management qualification or willingness to work towards. • Microsoft Certification (MCSA or above) 	<p><i>Application Form</i> <i>Interview</i> <i>Certificates</i></p>
SKILLS/KNOWLEDGE AND ABILITY	<ul style="list-style-type: none"> • Expert knowledge of a range of ICT technologies, both hardware and software. • Detailed knowledge of security protection requirements. • Able to communicate with staff, students and students throughout the school and at all levels. • Able to communicate with outside authorities. 	<ul style="list-style-type: none"> • Knowledge of SIMS (School Information Management System) would be an advantage. 	<p><i>Application Form</i> <i>Interview</i> <i>Certificates</i></p>

	<ul style="list-style-type: none"> • Capable of working unsupervised, using own initiative and also being a team player. • Commitment to working constructively as part of the wider school team. • Ability to work within time constraints and achieve deadlines consistently. • Good interpersonal skills particularly leadership and team building. • Exceptional communication skills are essential in order to explain complex IT concepts to non-technical colleagues. • A broad understanding of IT computer systems, applications and operating systems. • Ability to work flexibly when required. 		
<p>ADDITIONAL FACTORS</p>	<ul style="list-style-type: none"> • Understanding of young people in secondary education. • Awareness of Safeguarding, Prevent strategies and Social Media related content/follow-ups • Commitment to education for all students. • Enhanced Disclosure Barring Service Check. • Able to work flexible hours to meet the operational requirements of the School. • Committed to the principles of inclusiveness and equality and diversity • Commitment to safeguarding and promoting the welfare of young people. • Adhering to the school's and Local Authorities policies and procedures. 		<p><i>Application Form Interview Assessment</i></p>