



**GREENSHAW**  
LEARNING TRUST



COMMITTED TO  
EXCELLENCE

GREENSHAW HIGH SCHOOL



# Cross-school IT Network Manager Recruitment Pack

**ALWAYS  
LEARNING**

### A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school and situated in Sutton, South West London. We currently have 1,900 students on roll, with staff providing teaching, pastoral care and other support across the school. We are successful and school with an established record of nurturing high levels of attainment in our students. We believe this comes from combining a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them.

At the heart of our work are our core values: equality of opportunity; respect for others; and always valuing learning. From these foundations we have built a thriving educational establishment, where students have flourished. After leaving Greenshaw our students continue to study a wide range of subjects at some of our country's most prestigious universities.

Our staff are central to the achievements of the school's students. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require. We are proud to have Research School status that means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our pupils' experience and future chances become.

I would encourage you to visit the school's website [www.greenshaw.co.uk](http://www.greenshaw.co.uk) to find out more about our school. We also welcome visits prior to making an application. If you would like to arrange a visit or would like any further information, please contact the school's HR team at [recruitment@greenshaw.co.uk](mailto:recruitment@greenshaw.co.uk).

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.

Yours sincerely,



**Nick House, Headteacher**

### **Greenshaw Learning Trust – ‘Always Learning’**

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming years.

### **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

### **Cycle to Work scheme**

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through the Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings.

### **Gym Discounts**

As an employee of the Greenshaw Learning Trust, you can benefit from discounts at over 2,900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

### **Employee Assistance Programme**

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things.

### **My Health Programme**

This scheme offers physiotherapy, counselling, nutrition and lifestyle coaching and clinic based assessments. All services are chargeable but are offered at a competitive price.

### **Eye Care Voucher Scheme**

The Greenshaw Learning Trust is committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses.

### **Green Car Scheme**

The Greenshaw Learning Trust is delighted to introduce Tusker, a salary sacrifice scheme that offers its staff the opportunity to offset salary in exchange for a brand new electric or hybrid car. The scheme will contribute to the GLT commitment to reducing emissions and improving its carbon footprint. A fixed monthly amount is taken directly from your gross salary and in return you have the use of a new car.

### **Cross-school IT Network Manager**

NJC Pay Scale S02/P01 Points 26-30 £32,988.00 - £36,378.00  
Salary will be determined subject to experience and qualifications

**36 hours per week, Full time all year round**

**Start date: Immediate**

The post of IT Network Manager embraces a full range of responsibilities: including the day-to-day technical management of the network and related hardware and software systems. With high and increasing reliance on IT, the post holder will advise the Senior Leadership Teams (SLT) on good practice and compliance, will specify, tender and procure relevant hardware and software, and will ensure that all aspects of the network and related systems are effective, resilient and meet the needs of the schools.

#### **Place of work**

The successful post holder is to be based to support:  
Greenshaw High School, Grennell Road, Sutton, SM1 3DY (3 days/week)  
Orchard Park High School, Orchard Way, Shirley, Croydon, CR0 7NJ (2 days/week)

#### **Working Hours**

The normal working hours will be 36 hours per week, however flexibility and the ability to work outside of the normal working hours is required.

The above hours include a daily unpaid break of 45 minutes

#### **Salary**

Salaries are paid monthly on the last working day of each month.

#### **Local Government Pension Scheme**

The successful candidate will automatically become a member of the Local Government Pension Scheme. Details of the Local Government Pension Scheme are available from the website: <http://www.lgpsmember.org>.

#### **Probationary Period**

New employees will be required to complete a six-month probationary period.

#### **Disclosure Check**

This appointment is subject to the receipt of a satisfactory Disclosure and Barring Check.

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

### **Occupational Health**

The appointment is subject to satisfactory Occupational Health clearance.

### **General**

Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services.

### **Job Purpose**

To support the Regional IT Manager in the day-to-day management of all issues relating to IT services. To provide high quality IT support for all members of the school's community helping to maintain appropriate expectations and standards.

### **Main Duties / Responsibilities**

**Core role – to take a lead role with the maintenance and development of the school networks, supported by the Regional IT Manager:**

- Ensuring you have an oversight of the security, care and availability of the Schools' IT infrastructure, fittings and equipment.
- To share technical responsibility for the smooth running of the Schools network including servers, infrastructure and software.
- To maintain the two Active Directory networks (one at Greenshaw High School and one at Orchard park High School).
- To ensure the security and integrity of the network through careful monitoring and planned maintenance.
- To share technical responsibility in the configuration and expansion of the whole School's network to maximise efficiency.
- To ensure that network hardware/software throughout the School is secure, both physically in terms of firewalls and the use of strong passwords and 2 step verification.
- To ensure that all software used in the Schools is legal.
- To liaise with external suppliers, agencies, service providers and partners to secure appropriate support, seek advice and prepare any required response to facilitate the effective management of the network.
- To ensure a high-quality provision of technology to facilitate outstanding teaching and learning of students of the Schools to take place at all times.
- Responsibility for the day-to-day management of the School IT Services Teams.
- To meet with and report regularly to the Regional IT Manager and provide up to date information on the provision and upkeep of all IT equipment, including on-going projects and new needs as they arise.
- In conjunction with the Regional IT Manager, to oversee a planned programme of refresh and replace is carried out in relation to all IT equipment, and to identify the tasks which can be carried out in house or which need to be contracted externally.
- To maintain and retain accurate records of all service contracts and services provided by contractors. To advise the Regional IT Manager on matters relating to this and possible refurbishment/repair projects that may arise.
- Ensure emergency repair work is carried out in a timely manner so as not to disrupt the work of the school and the learning of students.
- To act as the lead contact for internal refresh/refurbishment projects and ensure such improvements are delivered to time, cost and quality standards with a high standard of health and safety.



**Supplementary Role – providing front-line support for staff and students alongside the other members of the School IT Services Team:**

- Provide end of line support for all problems relating to the use of the School's IT systems.
- Provide classroom training sessions to staff and students in relation to software and hardware
- Support in the delivery and planning of IT training for staff.
- To assist with technical issues relating to the use of SIMS (school information management system) and ensure appropriate security access for SIMS (creating staff logins).
- Liaise with staff to support curriculum development with appropriate hardware and software.
- To advise on how emerging network technologies could be applied with benefit to the School's learning and teaching agenda.
- Working with the Regional IT Manager to support aspects of budget monitoring and planning of the School's IT budget.
- Ensuring that software licences are obtained / records kept and are renewed when required.
- Promote safe and responsible use of the system and ensure the network is adequately protected.
- To maintain a stock of spares, and to arrange or carry out all necessary maintenance, repairs and upgrades to the servers.
- Ongoing development and maintenance of back-up and recovery procedures, ensuring the security of electronic data at all times.
- Provide technical support for Third Party MIS add-ons, e.g. ParentPay
- Maintain a high level of security and confidentiality.

**General**

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

### **Other Job Requirements**

#### **Physical Effort**

Occasional lifting may be required to move equipment and resources but is not a significant factor.

#### **Supervision /Dimension**

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required. The post-holder should be able to work independently with minimal supervision using initiative to anticipate requirements and deal with situations as they arise. The post holder will be expected to supervise other members of the IT team.

#### **Working Environment**

Most activities will be undertaken within the school premises. Ensure a safe school environment for students, staff and visitors.

#### **Safeguarding Children**

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

#### **Special Notes on Conditions**

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Criteria	Essential	Desirable
<p><b>Training, Qualifications and Experience:</b> In their application, candidates will demonstrate that they have the following training, qualifications, and experience:</p>		
	<ul style="list-style-type: none"> <li>● At least five GCSEs or equivalent which must include at least a C grade (or equivalent) in Maths and English.</li> <li>● Minimum Level 3 recognised professional IT qualification or equivalent</li> <li>● Extensive experience in a relevant work area.</li> <li>● Experience of IT operating systems and server-based technologies.</li> <li>● Evidence of personal commitment to CPD.</li> <li>● Expert knowledge of a range of applications and systems including by not limited to: server virtualisation, cloud technologies, wired and wireless networks.</li> <li>● Expert knowledge and experience of network security.</li> <li>● Knowledge of Google Workspace and its administration.</li> <li>● Knowledge of backup solutions, backup principles and Disaster Recovery solutions.</li> <li>● Advanced awareness of GDPR and Data Security best practice.</li> <li>● Ability to analyse issues, make informed judgements and take appropriate actions and accept responsibility for results.</li> </ul>	<ul style="list-style-type: none"> <li>● A vocational/academic qualification at NVQ level 4 or equivalent</li> <li>● Experience of managing the IT across more than one site.</li> <li>● A management qualification.</li> <li>● Demonstrable experience of leading a team.</li> <li>● Experience of managing budgets, tendering, procuring and securing value for money.</li> <li>● Aware of relevant education sector policies.</li> <li>● Awareness of different levels of ability and confidence of staff and pupils in using IT.</li> </ul>
Criteria	Essential	Desirable
<p><b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</p>		

	<ul style="list-style-type: none"> <li>● Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure.</li> <li>● Ability to communicate technical language to non-technical users.</li> <li>● An excellent understanding of IT hardware and software systems.</li> <li>● Ability to carry out repairs to hardware and peripherals as necessary.</li> <li>● Experience with Microsoft operating systems and applications.</li> <li>● Strong communicator with solutions based approach to problem solving.</li> <li>● Be able to communicate clearly, both written and orally.</li> <li>● Possess strong interpersonal skills.</li> <li>● Be dependable, able to follow instructions and respond to management directions.</li> <li>● Have a willingness to extend skills through appropriate training.</li> <li>● People and team management skills.</li> <li>● Communication skills.</li> <li>● Ability to work well under pressure.</li> <li>● Understanding of Safeguarding within schools.</li> <li>● A willingness to develop self and others.</li> <li>● Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders.</li> </ul>	
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Additional Requirements</b>		
	<ul style="list-style-type: none"> <li>● Commitment to travel to other trust schools as necessary</li> <li>● A flexible approach to working hours</li> <li>● Use of car and current driving licence</li> </ul>	

## The Application Process

### How to Apply

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed through your online account and you will be kept up to date with the progress of your application.

The completed online application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **09:00am on Friday 12<sup>th</sup> August 2022**. Applications received after the deadline will not be considered.

Please note: the school reserves the right to close the vacancy early in the event of a large number of applications.

### Shortlisting

Shortlisting will be finalised **shortly after the closing date**. Shortlisted candidates will then be invited by email to attend an interview. Please make sure that you have clearly indicated an email address on which you can be reached. References will be taken up after shortlisting if consent has been provided.

### Interviews

Interviews will be held **shortly after the closing date**. The interview process will consist of an interview task and a formal interview.

### Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### Additional Information

For further information, please contact the school's HR team at [recruitment@greenshaw.co.uk](mailto:recruitment@greenshaw.co.uk).

**Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.**