GREENSHAW
LEARNING TRUST

PARK HOUSE SCHOOL

IT Manager
Recruitment Pack

ALWAYS
LEARNING

Contents

Dear Candidate

Thank you for your interest in the role of IT Manager at Park House School.

The School will be on a rapid trajectory of improvement that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for a further promotion within our Trust. We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

Park House School joined the Greenshaw Learning Trust on 1st September 2022. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

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 and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

James King
Headteacher

Greenshaw Learning Trust – 'Always Learning'

The GLT 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 are all 'Always Learning'.

Each school in the GLT is led by its own leadership team and a 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, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 16,705 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found **here**.

Our Vision

The vision for Park House School is simple: 'Every child to climb the mountain to the best University or Profession'. This will be supported through disruption free learning and a clear expectation of working hard and being kind.

Work life balance is central to this vision for our students. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke professional development in a short weekly session i.e. Teach Like a Champion foci each session.

Park House School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

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 GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme.
- Car Benefit Scheme.
- My Health discounts.

Job Description – IT Manager

Reporting to: Regional IT Manager

Salary: NJC Point 25 – 30, £32,020 - £36,298 per annum
Salary will be determined subject to appointment

Contract: Permanent

Working Pattern: 37 hours per week, full time all year round

Place of Work: Park House School, Newbury

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 School's IT infrastructure, fittings and equipment.
- To share technical responsibility for the smooth running of the School's network including servers, infrastructure and software.
- To maintain the Active Directory network.
- 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 School 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 to take place at all times.
- Responsibility for the day-to-day management of the School IT Services Team.
- 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 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
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.

Person specification – IT Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and experience:		
	ESSENTIAL	**DESIRABLE**
	- At least five GCSE's or equivalent which must include at least a Grade C/Grade 4 in Maths and English. - Minimum Level 3 recognised professional IT qualification or equivalent. - Extensive experience in a relevant work area. - Experience of IT operating systems and server-based technologies. - Evidence of personal commitment to CPD. - Expert knowledge of a range of applications and systems including by not limited to: server virtualisation, cloud technologies, wired and wireless networks. - Expert knowledge and experience of network security. - Knowledge of Google Workspace and its administration. - Knowledge of backup solutions, backup principles and Disaster Recovery solutions. - Advanced awareness of GDPR and Data Security best practice. - Ability to analyse issues, make informed judgements and take appropriate actions and accept responsibility for results	- A vocational/academic qualification at NVQ level 4 or equivalent - Experience of managing the IT across more than one site. - A management qualification. - Demonstrable experience of leading a team. - Experience of managing budgets, tendering, procuring and securing value for money. - Aware of relevant education sector policies. - Awareness of different levels of ability and confidence of staff and pupils in using IT.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	ESSENTIAL	**DESIRABLE**
	- Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure. - Ability to communicate technical language to non-technical users.	

10	• An excellent understanding of IT hardware and software systems. • Ability to carry out repairs to hardware and peripherals as necessary. • Experience with Microsoft operating systems and applications. • Strong communicator with solutions based approach to problem solving. • Be able to communicate clearly, both written and orally. • Possess strong interpersonal skills. • Be dependable, able to follow instructions and respond to management directions. • Have a willingness to extend skills through appropriate training. • People and team management skills. • Communication skills. • Ability to work well under pressure. • Understanding of Safeguarding within schools. • A willingness to develop self and others. • Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders.	
Additional Requirements	**Essential**	**Desirable**
	• Commitment to travel to other trust schools as necessary. • A flexible approach to working hours. • Use of car and current driving licence.	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website https://www.greenshawlearningtrust.co.uk/join-us/staff. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 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.

Applications must be received no later than 15 February 2023. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised by 22 February 2023. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held w/c 27 February 2023. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

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

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact *Tracey Taylor at ttaylor@parkhouseschool.org.*

7. Safeguarding

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

We reserve the right to interview prior to the closing date should exceptional candidates apply.