



**GREENSHAW**  
LEARNING TRUST



*Orchard Park  
High School*

# IT Network Manager

## Recruitment Pack

**ALWAYS  
LEARNING**

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## Dear candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8.

We are thrilled to share with you this exciting opportunity to join us as IT Network Manager and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is highly a successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

Our staff are central to the achievements of the school. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced leaders who will equip you with the support, training and resources you require. Our team strives to excel as a staff body to maximise our pupils' experience and future chances.

The successful applicant will be fiercely passionate about improvement and driven to explore technology and how it best supports the needs of our aspirational teaching and learning. You will be high performing and passionate about the opportunities new technology can offer. In turn you will benefit from the expertise and constant feedback from Greenshaw Learning Trust. We work closely with them every single day, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal role for you.

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.

I would welcome an informal conversation with any potential candidates; to arrange this, please contact Karen Weighill, HR Manager via email: [kweighill@orchardparkhigh.net](mailto:kweighill@orchardparkhigh.net)



Carly Moran  
**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 2,700 people and educates over 17,300 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](#).

### **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

## Terms and Conditions

<b>Line Managed by:</b>	Regional IT Manager
<b>Line Management:</b>	IT Support Technician
<b>Contract:</b>	Permanent
<b>Salary:</b>	NJC Pay Scale Grade 8-10 Points 26-30 £35,217 - £38,607 Salary will be determined subject to experience and qualifications
<b>Hours of Work:</b>	36 Hours per week, full time all year round  Monday to Friday 7.30pm – 3.30pm/8am – 4pm/9am-5pm/10am – 6pm Hours are flexible according to the needs of the school.
<b>Place of Work:</b>	Orchard Park High School
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	26 days per year and 8 days Bank Holiday
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Baring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

### **Job Purpose**

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

### **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.
- Be responsible for the smooth running of the schools' network including servers, infrastructure and software.
- Maintain the Active Directory network.
- Ensure the security and integrity of the network through careful monitoring and planned maintenance.
- Have technical oversight and responsibility for the configuration and expansion of the school 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 2FA where possible.
- Ensure that software licences are obtained / records kept and are renewed when required.
- 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.
- Design and implement high-quality provision of appropriate technology to facilitate outstanding teaching and learning of students of the school to take place at all times.
- Be responsible for the day-to-day management of the school IT Service Team.
- 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.
- Design and oversee a planned programme of refresh and replace in relation to all IT equipment in conjunction with the Regional IT Manager.
- Maintain accurate records of all service contracts and services provided to the school to support the IT Systems. 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.
- Act as the lead contact for IT projects and ensure they 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 1st, 2nd and 3rd 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 as necessary.
- Support in the delivery and planning of IT training for staff.
- Assist and advise with technical issues relating to the use of the school MIS System, including supporting the administration of the system by the appropriate admin teams.
- Liaise with staff to support curriculum development with appropriate hardware and software.
- Advise on how emerging technologies could be applied with their benefits to the school's learning and teaching agenda.
- Work with the Regional IT Manager to support budget monitoring and ongoing planning of the school IT budget.
- Promote safe and responsible use of the system and ensure the network is adequately protected.
- Arrange or carry out all necessary maintenance, repairs and upgrades to the servers. Maintain a stock of spares and consumables required for school systems.
- 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**

- Participate in school initiatives where every person is expected to contribute to the learner's progress.
- Participate in the school's professional learning programme as agreed.
- Be involved 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 is required to move equipment and resources and safe use of necessary equipment is expected.

### **Supervision /Dimension**

There may be occasions when 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 and line manage other members of the IT Support 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**

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

*The post holder will carry out any reasonable tasks as directed by the local governing body, Headteacher or the GLT Director of Secondary Education.*

## Person Specification

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.

Criteria	Essential	Desirable
<p><b>Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and experience:</b></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
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<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>	
Criteria	Essential	Desirable
<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 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 [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies). 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 9am on Tuesday 11<sup>th</sup> July, 023 Applications received after this date and time will not be considered.

### **2. Shortlisting**

Shortlisting will be finalised on the same day. 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 shortly after. 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 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 *Karen Weighill*: [kweighill@orcxhardparkhigh.net](mailto:kweighill@orcxhardparkhigh.net), or call 0208 776 0220

### **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.