



Claverham Community College

ICT Network Manager

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
Tel: (01424) 772155
e-mail: recruitment@claverham.org
Website: www.claverham.org

Contents

1. Letter from the Principal
2. About the College
3. Job Description
4. Person Specification
5. The selection process

Dear Applicant.

Re: Post of ICT Network Manager

Thank you for your enquiry regarding the vacancy for the above named post. The post is 37 hours per week 8.00am – 4.00pm Monday- Thursday and 8.00am – 3.30pm Friday 52 weeks a year. The role is paid on Single Status Grade points 26-31 £30,112 – 35,077. There will be times when you will need to be contacted outside of your contracted hours should the college network go down.

Your main role is to manage the day-to-day operation of the IT environment within the college. You will be leading a team of ICT Technicians to provide support for all aspects of the ICT infrastructure, including Servers, Storage, Networking, Wireless, Telephony, Office365, etc. to support teaching and learning.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 23rd September 2022. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

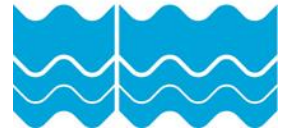
The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very

well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: ICT Network Manager

SCHOOL: Claverham Community College

GRADE: Single Status 10-11

RESPONSIBLE TO: Principal

Purpose of the Role:

To strategically manage the development and maintenance of an efficient ICT infrastructure and Technical Service, including the deployment of the School ICT resources.

Key tasks:

- To manage the advanced ICT technical support and advice service to administrative and curriculum areas as required across the college and agreed in negotiation with the School Leadership Team.
- To lead on the commissioning and configuration of ICT systems, networks and equipment; including hardware, peripherals, and software and ensure efficient performance and deployment of appropriate support services.
- 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.
- To actively manage the Service Level Agreements and delivery of tailored projects and support including ICT security and efficient use of resources.
- To advise on and manage the monitoring of Health and Safety and audit checks including electrical testing, warranties, licences and risk assessments.
- To lead on and develop the system recovery processes to minimise the risk and impact of a serious disaster and threats to continuity (including management of the appropriate back up regime and virus protection).

- 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 the ICT budget in conjunction with School Leadership Team
- To undertake available training opportunities and demonstrate a commitment to continuous development.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the Service Manager
- To perform such other tasks as may reasonably be required by the Principal
- To carry out the above duties in accordance with the County Council Equal Opportunities policies
- Negotiate with internal and external agencies
- Act as the expert user in appropriate operating system and software.
- Undertake inventory design for security and insurance
- Identify the benefits and limitations of computer hardware, network operating systems, software, printers and other peripheral equipment
- Support the leadership team with strategic business planning in relation to ICT
- Assist the leadership team with the financial planning and budget management in relation to ICT services

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: ICT Network Manager

GRADE: Single Status 10-11

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to source, recommend, configure, install and test computer hardware, network operating systems, software, and peripheral equipment.
- Analytical and strategic thinking
- Ability to lead and motivate a team
- Ability to develop and promote the support of an efficient technical service
- Have an excellent understanding of PC support & networking.
- The ability to support Audio Visual systems & work with other technical related equipment.
- Have the ability to work on problems and faults both independently and closely with others as a member of a team
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to negotiate.
- To oversee the budget and procurement of ICT equipment and consumables, ensuring best value, and ensure that stock is monitored

Desirable key skills and abilities.

These criteria will be assessed at the application and interview stage

- Ability to act at a senior level and negotiate with internal and external agencies
- Ability to act as the expert user in appropriate operating system and software.
- Ability to undertake inventory design for security and insurance
- Undertake infrastructure planning in consultation with the Headteacher, the Business Manager and other senior staff.

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Possession of an appropriate ICT qualification (or equivalent experience)

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Possession of appropriate management qualification (or equivalent experience)

Essential knowledge

These criteria will be assessed at the application and interview stage

- Expert knowledge of a range of ICT technologies, both hardware and software.
- Detailed knowledge of security protection requirements.
- Knowledge & experience in supporting Windows Operating Systems, Mac OS and other new mobile technologies.
- Knowledge of working with network equipment and switching - mainly with Aruba/HP ProCurve.
- 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.
- Knowledge of legislative requirements of procurement and negotiation of contracts
- Knowledge of contingency planning at different levels.

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Ability to identify the benefits and limitations of computer hardware, network operating systems, software, printers and other peripheral equipment

Essential experience

These criteria will be assessed at the application and interview stage

- Demonstrable experience of supervising a team and providing a full range of ICT support within a challenging environment
- Experience in supporting complex network environment with subnets
- Experience of supervision of an ICT support team and provision of support request analysis and management information.
- Have experience with administrating MS Active Directory, WDS, MDT, WSUS.
- Experience in working with on-premise server infrastructure including; Windows Server Operating systems, Vmware, basic Linux skills.
- Experience with Wifi enterprise networks like Aruba, Ruckus, Meraki or similar.
- Experience in configuring and support enterprise Endpoint Security Systems.
- Experience in managing cloud-based services - Google Workspace for Education.
- Experience with virtual environment backup to local and cloud storage, with using Veeam backup and replication.
- Experience with VoIP telephone systems.
- Experience with supporting CCTV systems.

- Experience with creating and updating disaster recovery policies and instructions
- Experience of strategic business planning
- Experience of financial planning and budget management

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of staff management in an ICT context

Other essential criteria

These criteria will be assessed at the application and interview stage

- Excellent communication skills at all levels including use of tact and sensitivity.
- Business and Customer focussed.
- Commitment to working as a positive and constructive team manager
- Commitment to Equal Opportunities
- Commitment to Continued Professional Development

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No

The Selection Process

The interview process will involve:

- A tour of the school;
- Meet with staff;
- In Tray Exercise
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 23rd September 2022.