

# Recruitment Pack



## Network Manager – St. Crispin's School



St. Crispin's School is part of The Circle Trust, company number 11031096  
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



## Network Manager – St. Crispin's School

### St. Crispin's School

Headteacher: Ginny Rhodes

NOR 1178, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

**Network Manager (year round – 37hrs per week) from 1<sup>st</sup> September**

**37 hours/week, 30 days holiday/year**

**Starting Salary - £34,176**

Are you looking for a rewarding role in a stimulating education environment?

Would you like to make a real difference to the lives of our amazing young people and be part of a friendly, support team?

We are recruiting a Network Manager with responsibility for the installation, configuration, maintenance and management of all IT systems, hardware and software within St. Crispin's School, ensuring delivery of a reliable, high quality service for staff and students.

If you have significant experience of strategically planning and running IT systems and a degree in Computing/IT we would love to hear from you. Experience of working within a learning environment is desirable but not essential.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work.

**Further details and an application form are available either from [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies) or from Mel Knight on 0118 978 1144 (email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk))**

**Visits to the school are warmly welcomed!**

**Closing date:** 9am, Friday 9<sup>th</sup> July

**Interviews:** Wednesday 14<sup>th</sup> July

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.



## Job Description

**Salary**                      Grade 8

### Terms and conditions

Contract:                      Year round  
Holiday entitlement:        30 days (5 days of which may be taken in term time)  
Hours per week:            37  
Hours of work:              8.30am – 4.30pm (1/2 hour lunch and from time to time attendance at meetings outside of normal working hours will be required)  
Notice period:              Two months

### Aim and main purpose of the job

To manage all aspects of St. Crispin's IT systems, ensuring they are fit for purpose, value for money, comply with data protection responsibilities and keep children and young people safe.

### General Accountabilities

1. To act as a role model through own excellent participation in the delivery of IT systems, professional development and personal presence
2. To positively represent St. Crispin's with all stakeholders, visitors and external partners
3. To follow statutory guidance and Circle Trust policies including data protection, child protection and safeguarding
4. To carry out tasks as reasonably required by the Headteacher

### Specific Accountabilities

1. To be the substantive Network Manager at St. Crispin's School, responsible for the installation, configuration, maintenance and management of all IT systems, hardware and software, ensuring delivery of a reliable, high quality service for staff and students
2. To be responsible for the IT helpdesk - troubleshooting staff and student IT issues and developing effective solutions as required in a timely manner
3. To advise on new software and hardware procurement
4. Plan for and project manage implementation of new installations
5. Contribute to the IT budget planning process to ensure effective use of funds and adherence to financial management processes to ensure rigorous budget management
6. Provide advice on appropriate IT purchases
7. Liaise with appropriate staff to order IT requirements, deal with suppliers and manage the central ICT budget
8. To seek out and promote the use of IT to support learning in school
9. To work with The Circle Trust IT Manager to ensure optimum performance of St. Crispin's IT systems
10. Follow advice from The Circle Trust Manager regarding IT guidance to all schools in the Trust
11. In conjunction with The Circle Trust IT Manager, regularly audit St. Crispin's school to ensure statutory compliance with reference to IT and especially in reference to e-safety and data protection
12. Work with The Circle Trust IT Manager and The Circle Trust Communications Manager to ensure effective management of St. Crispin's website
13. To carry out tasks as reasonably required by the Executive Headteacher

### Line Management

- The post of Network Manager is line managed by St. Crispin's School Business Manager
- The Network Manager is responsible, in conjunction with the School Business Manager, for the day to day deployment/management of the IT technicians
- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of staff are expected to be flexible to ensure the most effective organisation and delivery of support in the school



## Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Computing/IT degree.</p> <p>High-level computer literacy (MS Office experience, including word-processing, spreadsheets and e-mail).</p> <p>High-level literacy and numeracy skills.</p>	
Competence Summary (knowledge, abilities, skills, experience)	<p>Significant experience of running and strategically planning IT systems including Active Directory, Hyper-V, switching including VLANs etc.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>Experience of working within a learning environment.</p> <p>Experience using and managing SIMS and Office365.</p>
Work related personal requirements	<p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Capacity to train others to work with unfamiliar systems.</p> <p>Able to persuade, negotiate and influence others.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p> <p>Able to achieve sensible work life balance to ensure health and well-being.</p>	
Other work requirements	<p>Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development.</p>	

## About us

St. Crispin's  
Excellence for all



St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



### Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St. Crispin's School Recruitment Privacy Policy](#)