

**Pate’s Grammar School Foundation & The Richard Pate School**

**(“the School”)**

**Network Manager - Information Pack**

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| **Title:** | Network Manager – part-time (could be full time for a qualified teacher) |
| **Reports To:**  | Head Teacher |
| **Employment:** | Employed (Permanent) |
| **Hours:** | 0.6 FTE (Monday, Tuesday and Wednesday) (could be full time for a qualified teacher) |
| **Salary:** | Based on experience |
| **Start Date:** | January 2024 (for handover), at the latest April 2024 |

**About Us**

The Richard Pate School is owned and operated by Pate’s Grammar School Foundation. It is a successful co-ed independent day school for 3-11 year olds in Cheltenham. We offer children a broad education in modern, purpose-built facilities. The School has an excellent record of admissions to both grammar and independent schools, with approximately 50% moving on to grammar schools and a large number gaining scholarships to independent schools. The School also provides a broad education and a varied extra-curricular programme as well.

As with all organisations, the IT infrastructure is essential for daily operation. Both for the delivery of education to the pupils but also for the running of the business as a whole. The School has a good range of IT hardware on site, including desktops, laptops, ipads, touchscreens, projectors and servers. Key areas of software including Microsoft office, the School’s management information system which is called School Manager (using a FileMaker platform), the School’s filtering, monitoring and security software, accounting software, device management and network. The School uses Showbie as its remote learning provider.

**About the Role**

The School is looking for an exceptional candidate to support the School with its IT network needs. The role is broad, and has evolved partly due to the skills of the current Network Manager. The School is very open to applications from candidates who, in addition to being able to deliver the core requirements of the role, may be able to support the School in other areas, for instance a qualified teacher could take on additional teaching responsibilities for the other two days of the week.

The School currently employs another network manager for the other 2 days per week who has complementary roles and responsibilities.

**Job Description**

**Scope and Purpose**

To manage and maintain the school's computer network infrastructure and ensure that it operates efficiently and securely. To support all staff with IT issues and manage the IT equipment, including any processes for upgrading the system. To manage the School’s management information system. To co-ordinate and manage the IT side of remote learning.

To liaise closely with the other Network Manager who works 2 days a week and provide a clear and appropriate handover every week. To review roles and responsibilities as systems and needs evolve.

**Responsibilities and Tasks**

Support Staff for all IT issues

* Provide instant IT support to staff, troubleshooting problems as required
* Provide advice, assistance and training for all IT matters (except curriculum)
* Provide IT assistance for staff who are setting up special provision for SEND pupils
* Provide IT assistance to the bursary team for finance and other business software

Manage the IT Equipment

* Install new software or updates as required (e.g. Microsoft Office)
* Manage the two Windows servers (shares, permissions, archive, users, email, anti-virus, pupil logins, VMs, etc)
* Manage Apple School Manager and Jamf School to manage the (approx. 100) iPads
* Manage the desktop computers, the laptops and iPads
* Keep a detailed record of all significant IT changes made and of all significant troubleshooting solutions
* Take weekly rotating backups, and three-monthly rotating backups. Keep copies offsite. Verify backups
* Arrange for daily incremental backups to take place
* Order, install and configure new items of IT equipment
* Maintain database of IT equipment
* Manage the web filter
* Monitor cyber security requirements and update software/hardware as required
* Keep printers up and running, replenish with toners, drums, etc (except the photocopier)
* Purchase new IT items during the school year as required and install
* Set up pupils for online testing and assessment websites
* Keep abreast of data protection (GDPR) issues and, with the Bursar, ensure the school abides by them
* Turn on the Street TV screen every day

Initiate upgrades to all aspects of the IT system

* Recommend IT expenditure every summer and organise its purchase
* Recommend changes to IT infrastructure to meet current and anticipated requirements
* For large investments, determine the selection criteria and evaluate alternative solutions
* Do complete installation of new servers when they are replaced

Manage the MIS system (SchoolManager)

* Write FileMaker code in SchoolManager to meet changing needs of staff, including the health and safety monitoring system
* Make corrections to data when problems occur (register errors, pupil transfers etc)
* Import/export assessment and exam data from/to other sources
* Update the MIS system, Active Directory accounts, email accounts and other systems in the summer, ready for the new school year
* Monitor FileMaker releases and update the installation to keep up (alternating client and server updates)

Remote Learning Coordinator

* Organise the learning platform, Showbie, for remote learning as required
* Set up the Showbie platform for remote learning
* Provide training and support for staff (and pupils/parents) for Showbie

Other

* Assist with the management of health and safety.
* Support the Head of Communications and Marketing with the management of the website and provision of artwork.
* Take, edit and publish videos of school productions.

***All responsibilities outlined in this job specification are subject to review and change from time to time not every skill is required and other relevant skills would also be welcome.***

Extra-Curricular Programme

The School has a vibrant and varied extra-curricular programme and the successful applicant may wish to run a programming club for pupils.

**Person Specification**

Qualifications

* A bachelor’s degree in a relevant field such as Computer Science, Information Technology, or Network Engineering is preferred but not essential.
* Professional certifications are desirable.
* Knowledge of relevant educational technology trends and best practices.

Experience

* Proven experience in managing and maintaining IT networks, ideally within an educational setting.
* Experience in configuring and troubleshooting network equipment, including servers, switches, routers, and firewalls.
* Familiarity with virtualization technologies such as Hyper-V.
* Experience with network security and data protection measures.
* Knowledge of Microsoft server environments.
* Knowledge of FileMaker and/or Showbie would be ideal, but what is essential is experience in identifying, implementing and training people on the use of management information systems and online communication portals.

Skills

* Proficiency in Microsoft Windows, Windows Server and networking configurations.
* Excellent problem-solving and analytical abilities.
* Good programming skills, and ideally familiar with databases.
* Strong communication and interpersonal skills, especially when working with teachers, pupils, and non-technical staff.
* Ability to manage projects, including planning, implementation, and documentation.
* Knowledge of budget management for IT-related expenses.

Personal characteristics

* Highly organised, reliable and detail-oriented.
* Strong commitment to cybersecurity and data privacy.
* Ability to work independently and as part of a team.
* Willingness to adapt to new technologies and learn continuously.
* Proactive and able to anticipate and address network issues before they become critical.
* Patience and the ability to explain technical concepts to non-technical individuals.
* A commitment to the educational mission of the school and a desire to contribute to the learning environment.

**Safeguarding and Probation**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. In accordance with the DfE’s Keeping Children Safe in Education 2023, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicant’s appointment will be subject to successful completion of a one year probationary period.

**Further Information**

Please let us know if you need reasonable adjustments for any part of the recruitment process.

Up to date information and policies (including ‘*Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice’* ) may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

**How to Apply**

To apply, please download an application form from our website (www.richardpate.co.uk), or call Mrs Wray on 01242 522052 who can provide you with an application form.

Please post completed application forms to the following address:-

Bursary

The Richard Pate School

Southern Road

Cheltenham, GL53 9RP

Alternatively, e-mail completed application forms to: bursar@richardpate.co.uk

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

**Applications must be received by 12:00pm on Friday 8th December 2023.**

Interviews will be held on **Thursday 13th December 2023.**

**Start Date: No later than 15th April 2024 but earlier if possible.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

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*Pate’s Grammar School Foundation is an equal opportunities employer.*