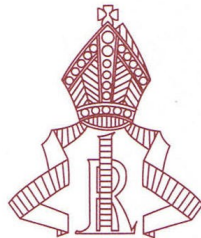# Bishop Luffa School

Assistant Network Manager

(Maternity Cover)

Assistant Network Manager

(Temporary contract—Maternity Cover)

Grade 5-7 dependent on experience and qualifications
£22,369—£27,852

37 hours per week (full-time)
23 days annual leave

Dear potential applicant,

Bishop Luffa Learning Partnership is seeking to appoint an Assistant Network Manager (temporary maternity cover) to support the management of the school's Network, based at Bishop Luffa School in Chichester.

A detailed job description and person specification is contained within this booklet. If you have any questions about the role, prior to application, please do not hesitate to contact Mr Stuart White (whites@bishopluffa.org.uk) .

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Best wishes,

Mr Mark Nicholds
Business Manager
Email: nicholdsm@bishopluffa.org.uk

Closing date for applications : 12 noon Thursday 5th October 2023.

Interviews will take place during the week commencing Monday 9th October.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

◊   Inspire all students to be ambitious about their futures
◊   Encourage and develop leadership amongst students and staff
◊   Develop Partnerships within, and beyond, the school
◊   Foster engagement in personal and spiritual development
◊   Nurture a sense of belonging to a safe school and the wider world

About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1519 pupils including 321 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.

Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.

Job Description
Assistant Network Manager

Role
To ensure the smooth running of the school network, so as to promote consistent excellence in teaching, learning and administration, in school and beyond, in line with the school's aims and Development Plan.

Responsible to: Network Manager

Responsible for:

Strategic
- Support the planning of developments in the Network hardware, infrastructure and software
- Work on specified long-term projects within the Network maintenance and improvement plan
- Develop bespoke solutions to identified school needs on the network
- Investigate and attend such training courses as are necessary to continue to carry out the job
- Assist in managing workflow for IT Technician
- Maintain knowledge of development in technology

Operational
- Provide support to users, including the creation and management of email accounts and user accounts, basic software support and management of network peripherals.
- Security mark all new equipment
- Maintain database/records of school equipment including loans to staff
- Maintain bespoke network systems including the intranet, digital signage.
- Undertake the maintenance/repair of computers, staff laptops, mobile devices and other peripherals on the school network.
- Install new hardware and software
- Have an awareness of Health and Safety and ensure that equipment is safe to use
- Ensure servers and network management systems are up to date and maintained
- Manage mobile device encryption
- Update telephone system, email and access control
- Support users in accessing and using IT systems and services, such as remote access
- Maintain and develop online productivity systems
- Ensure data protection policies are adhered to – manage data sharing services
- Assist in management of internet filtering
- Liaise with Data Manager and Data Management Assistant to provide technical support and assistance with various systems
- Provide support for examinations and assessments
- Provide cover for Network Manager duties when required

Working with Network Manager
- Undertake day to day routines to maintain the network in the best possible working order including basic server maintenance
- Investigate issues that arise on the school Network and connected devices, identifying and providing resolutions
- Evaluate new hardware and software
- Discuss and plan workflow for technician and work experience
- Working with Network Manager to provide training and information to staff

Working with the Network Manager and Curriculum Teams
- Provide support for the delivery of the curriculum and examinations requiring the use of IT suites and or mobile devices
- Technical support and assistance for submission of exam work

Working with outside contractors
- To raise support calls and warranty claims to address issues that arise on the network or devices attached to the network

How to fulfil the role

In order to fulfil this role effectively, the following qualities and characteristics are required, and training is available as appropriate:

Initiative
- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.*
- *Thinks and acts ahead*
- *Seizes opportunities and sorts out problems*

Relating to others
- *Team working: the ability to work with others to achieve shared goals*
- *The ability to manage and direct others in their work (desirable)*
- *Support and endorse the school's Christian ethos*
- *Maintain a professional and effective working relationship with all users of the school network*
- *Ability to communicate and explain complex IT concepts to non-technical colleagues*

Reflecting
- *Reflect on personal and professional development*
- *Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance*

Reliability
- *Able to complete work in a reasonable time to the required standard*

Skills
- *Has great attention to detail*
- *The ability to problem solve, think logically and creatively*

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.

Hours per Week: 37 hours full-time (23 days annual leave)

Grade: 5-7 dependant on experience and qualifications

Date last reviewed: September 2023

Person Specification
Assistant Network Manager

Area	Qualification/Experience	Essential/Desirable
Understanding of windows desktop and server operating systems, Apple operating systems and server, Linux operating systems, Microsoft office suite, multimedia editing tools.	A minimum of 2 years' experience or appropriate qualifications	Essential
Knowledge of Microsoft Exchange SQL, IIS, My SQL, VMWare ESXi, Apache, HTML, PHP, python or similar.	A minimum of 2 years' experience or appropriate qualifications	Desirable
Knowledge of networking and switch technology	A minimum of 2 years' experience or appropriate qualifications	Essential
Technical knowledge of computer hardware and peripherals	A minimum of 2 years' experience or appropriate qualifications	Essential
Education to a high level - at least A level or equivalent.	Qualifications	Essential
Knowledge of Arbor, Room booking system and other school admin systems	A minimum of 2 years' experience	Desirable
Good literacy and numeracy skills	Qualifications	Essential
Good understanding of productivity systems including: ■ Microsoft Office 365 ■ Google Suite	A minimum of 2 years' experience or appropriate qualifications	Desirable