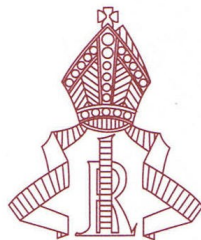# Bishop Luffa School

Network Manager

Network Manager

Grade 9 (SCP 25—28)

£33,945—£36,648

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

Dear potential applicant,

Bishop Luffa Learning Partnership is seeking to appoint a Network Manager to manage the Trust's ICT Network(s), 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.

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

Closing date for applications : Wednesday 22nd November 2023

Interviews will take place during the week commencing Monday 27th November

Start date: 3rd January 2024

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 160 students including 380 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 con-tested 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 Cap-tains, 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' pro-gramme, 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 follow-ing exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.

Job Description
Network Manager

Role

To ensure that the Trust's ICT network(s) - hardware, infrastructure, software and internet connections - are maintained in such a way as to promote consistent excellence in teaching, learning and administration, in school and beyond, in line with the trust's aims and Development Plan, and "Every Child Matters".

Responsible to: Trust Estates Manager

Responsible for: N/A

Strategic

- Working with the Estates Manager on the planning of developments in the Network hardware, infra-structure and software, including the planned extension of home/school access for students, parents, carers and staff across the Trust
- Schedule updates and improvements in line with Network Maintenance and Improvement Plan
- Ensure the IT Technician and Assistant Network Manager work efficiently and effectively through effective line management
- Investigate and attend such training courses as are necessary to meet present and future challenges
- Ensure data protection and safeguarding network policies are maintained and enforced where necessary across the Trust
- Maintain knowledge of developments in technology

Operational

- Plan day-to-day routines for team to maintain the network in best possible working order
- Support in maintaining all servers, infrastructure, computers, staff laptops and peripherals on the Trusts ICT networks replacing, upgrading or repairing as appropriate
- Organise and test the backup of data held on the networks
- Install software to support curriculum and administration, monitoring appropriate licensing advising staff on new functionality and usage as appropriate
- Maintain the Internet connection with an optimal level of filtering and control for ECM
- Support teaching and support staff in making the network perform to expected standard
- Record all deliveries maintaining an appropriate stock and spares
- Maintain the Trusts email systems and internal telephone systems, liaising with 3rd party support as necessary. Manage device encryption, antivirus, access control, CCTV, print management, wireless access, cashless catering, biometric registration system, mobile phones, SSO platforms, digital sign-age, online productivity systems i.e. (G Suite and Office 365) and remote access services
- Manage and support, the installation of new hardware across the Trusts sites
- Sign off invoices for equipment and services provided
- Monitor and maintain network security and ensure ACLs are kept up to date and accurate
- Undertake repair and maintenance of PCs, laptops and mobile devices and other hardware in school
- Provide training and advice to staff in the use of systems and services

Working with Estates Manager

- Meet weekly to plan work and account for own work and that of IT technician and Assistant Network Manager
- Agree half-termly plan of maintenance and support in line with Network Maintenance and Improvement Plan
- Gain authorisation and plan for larger works to be carried out and orders to be made other than maintenance and repair
- Contribute to the formulation of the annual Network Maintenance and Improvement Plan, to be completed alongside the School Development Plan
- Obtain quotes for the purchase of new equipment and services in line with Network Improvement and Maintenance plan liaising with Estates Manager

Working with Team Leader of Computer Science

- Discuss hardware and software needs of planned curriculum developments

Working with Outside Contractors

- Liaise on a regular basis with suppliers and Support Providers to ensure efficient and effective running of network services and the school network infrastructure
- Assist in planning works and oversee their completion, checking the quality of work and monitoring the works done during the period of the guarantee
- Liaise with the Site Managers in planning works
- Arrange estimates for works to be carried out and liaise with Estates Manager

Hours per week   37 hours (full-time)

Grade   9

Date last reviewed   November 2023

Person Specification
Network Manager

Area	Qualification/Experience	Essential/Desirable
An in-depth knowledge and understanding of network infrastructure to allow the effective management, maintenance, troubleshooting and security of a large multi-site school network.	A minimum of 5 years network support experience. Appropriate qualifications	Essential
Specific knowledge of the following systems: VWware ESXi, iSCSI, SAN, Active directory, WSUS, WDS, RADIUS, NPS, IIS, Exchange, SQL plus VLANS, routing, telephone systems, IP layers and subnetting, Azure AD, MS365 and Google Workspace	A minimum of 5 years network support experience. Appropriate qualifications	Desirable
The knowledge required to liaise with companies/suppliers in order to design and implement hardware installations for the school network within the constraints of our budget.	A minimum of 5 years network support experience. Appropriate qualifications	Essential
The ability to work with external contractors to enable the efficient and effective deployment of new software on the school network.	A minimum of 5 years network support experience. Appropriate qualifications	Essential
The knowledge required to allow safe and secure access to, and provision of, internet services.	A minimum of 5 years network support experience. Knowledge the E-safety requirements of educational establishments.	Essential
A working knowledge of a wide range of software packages, their deployment, configuration and set up.	A minimum of 5 years network support experience. Appropriate qualifications	Essential
A working knowledge of Linux, Mac and Microsoft Windows Technologies systems to enable software and service delivery and integration.	A minimum of 5 years network support experience. Appropriate qualifications	Desirable
The knowledge required to identify and select appropriate hardware for end users' requirements, including PCs, AV, and other peripherals.	A minimum of 5 years network support experience. Appropriate qualifications	Essential
Knowledge and understanding of the Data Protection Act and to enable the meeting of requirements when setting up hardware and software.	Certificates of attendance at appropriate training or experience.	Essential