



LEARNING TRUST

Standing Together, Learning Together



Candidate Information Pack Assistant Trust Network Manager

Closing Date: 5th July 2024
Interviews to be held: WC 8th July 2024



Golborne Community
Primary School



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence



Standish Community
High School

be Outstanding!



Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1st April each year, or when they have completed six months of service if appointed between October 1st and March 31st, until they reach the top of the band within their pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



June 2024

Dear Applicant,

Post Title: Assistant Trust Network Manager

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process

The Mosaic Learning Trust is advertising for an Assistant Trust Network Manager to commence employment as soon as possible. The successful candidate will take a full and active role in the life of our schools and will join a dedicated, hardworking trust team.

This full-time role will be based at Mosaic Learning Trust at Standish; however, you will be required to work at other schools within the Trust.

You can apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://www.teachingvacancies.service.gov.uk). You can also apply by filling in a School application form found on the School Website or on the [Home | greater jobs](https://www.home-greaterjobs.com) website. Late applications will not be considered. Completed application forms can be forwarded by email to: recruitment@mosaicmat.net

Applications will be considered as soon as they are received, and the closing date will be Friday 5th July at 9.00 a.m. Interviews are scheduled to take place W/C 8th July 2024. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton

Trust H.R. Manager

Job Description

INTRODUCTION	
Post Title:	Assistant Trust Network Manager
Purpose:	To be an active member of the Trust Network Support Team supporting the day-to-day ICT operations of all schools in the Trust. This post will require working across all trust schools.
Responsible to:	Trust Network Manager / Senior Leadership Teams
Management of:	ICT Technicians / apprentices when appropriate
Supervision of:	Senior ICT Technicians
Liaising with:	Headteacher, teachers, support staff, students, parents and outside agencies
Working time:	37 hours per week, full year, working 08.00 - 16.00 Monday to Thursday and Fridays, 08.00 - 15.30
Salary / Grade:	Grade 8: SCP 25 (£33,945) – SCP 30 (£38,223) Current SCP points are under review, a proposal of an increment of £1,290 per point (full-time equivalent) is under offer.
Disclosure Level	Enhanced
MAIN DUTIES / JOB OUTLINE	
	<ul style="list-style-type: none"> Ensuring all IT support requests are being dealt with effectively and within the SLA arrangements. Provide 1st line IT support for the Trust's Primary school, including site visits. Providing 2nd line IT support for the Secondary schools across the trust. Develop and manage the school's Active Directory environment. Management of school ICT Technician/s providing support and advice when required. Assist in the development and implementation of the Trust's ICT security guidelines and policies. Assist the Trust Network Manager in the development, management, and maintenance of all ICT systems across the trust, including servers, networking and storage. Maintain high standards of health, safety, and security at all times. <p>ICT Specific</p> <ul style="list-style-type: none"> Oversee, with the Trust Network Manager, the day-to-day running of all school's network and ICT systems including telephony, CCTV and printing devices. Providing hands-on support when required. Assist the Trust Network Manager in resolving complex problems in relation to hardware, software and networking across the trust. Deputise for the Trust Network Manager when required. Taking responsible on ICT projects across the trust, both short and long term. When appropriate, provide training for staff/students on any equipment or software that the school implements. Troubleshoot hardware and software issues reported to the Network Support Team. Liaise with any outside agencies on technical matters. To develop and assist in the maintenance of Microsoft 365 and other online systems used by the school/trust. Oversee the inventory of ICT hardware/software and licences. Ensure the safe disposal of ICT equipment/consumables in line with school procedures and legal requirements. Create technical, procedural and end user documentation. <p>Resources</p> <ul style="list-style-type: none"> ▲ Operate relevant equipment / ICT packages. Provide general advice and guidance to staff, students and others.

General responsibilities

- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that Mosaic Learning Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Working at other sites in the Trust as required.
- Any other duties as reasonably required by the Trust Network Manager, Headteachers and Senior Leadership Teams.
- Produce purchase orders when required.

HEALTH AND SAFETY TRAINING

- To undertake Health and Safety Training on areas within the designated work area.
- During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review, and development appraisal process.
- Employees are expected to comply with any reasonable request from the Headteachers, SLT or Trust Network Manager to undertake work of a similar level that is not specified in this job description.
- To support the development and promotion of an image that is consistent with the aims of the school.
- Provide general clerical / admin support, when directed.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.

SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

SIGNATURES

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Assistant Trust Network Manager)

Signed
(Chief Operations Officer)

Dated
(Assistant Trust Network Manager)

Dated
(Chief Operations Officer)

Person Specification

Assistant Trust Network Manager

	Essential / Desirable	Application/ Interview / Reference
Experience		
3 year's experience of working in an ICT support environment	E	A, I,
Diagnosing complex issues with IT/Network equipment	E	A, I
Previous experience of working in a school environment	D	A, I
Previous experience of working with children of a relevant age	D	A, I
Training & Qualifications		
Relevant professional IT qualification at level 3 or above	E	A, I
5 GCSEs at grade 9-5 or above or equivalent, including Maths and English	E	A, I
Basic Health & Safety Certificate or willingness to work toward within an agreed timescale	D	A, I
Willingness to undertake basic first aid	D	A, I
Knowledge & Understanding		
<i>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</i>		
Understanding the responsibilities of an Assistant Trust Network Manager	E	A, I
Extensive knowledge of Windows based client and server operating systems	E	A, I
Extensive experience in using and supporting Active Directory Domain Services, DHCP, DNS, Group Policy	E	A, I
Working knowledge of Microsoft 365 services and applications	E	A, I
Working knowledge of networking systems, LAN, switches, WiFi	E	A, I
Working knowledge of telephony and VOIP	D	A, I
Working knowledge and experience of virtualisation technologies	E	A, I
Extensive knowledge of computer/ICT systems	E	A, I
Ability to use initiative to respond to and resolve routine problems	E	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D	A, I
Knowledge of Health and Safety requirements	E	A, I
Personal Skills, Abilities and Competencies		
Good presentation skills	E	A, I, R
Excellent communication skills in order to relate well to students and adults	E	A, I, R
Ability to work independently and as a team member	E	A, I, R
Ability to work in accordance with the school's health and safety policies	E	A, I
Ability to recognise own learning needs and seek further opportunities	E	I, R
Ability to deal with minor injuries	E	A, I
Personal Qualities		
Tact and a sense of humour	E	A, I, R
A personal and friendly nature	E	A, I, R
Application		
Accurate completion of school application form	E	A

Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A
Legal Issues		
Legally entitled to work in the UK	E	A
Enhanced DBS Clearance	E	A
Full driving license, daily access to a car with appropriate insurance for business use (for travelling to different school sites)	E	A



Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Amy Unsworth, School Operations Manager, who will arrange a suitable time: 01257 478731.

Application process:

To apply, please use the Teaching Vacancies or Trust application form.

Advertising date: 18th June 2024
Closing date: 5th July 2024 at 9.00 a.m.
Short listing: 8th July 2024
Interview date: WC 8th July 2024

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Mosaic Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.mosaicmat.net

When completing your Teaching Vacancies or Trust application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

