



Appointment Brief for Network Administrator

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Dear Applicant,

Thank you for your interest in our Network Administrator vacancy.

You would be joining OSA at an incredibly exciting time. We have recruited a fantastic group of teachers, leaders and support staff which has had a significant impact on the quality of provision, attitude to learning and attendance. This year's results have been excellent and represent the third year of improvement in progress and achievement. We have increased our numbers in the Sixth Form and the school is continuing to expand. This expansion has led to additional funding to build a new Science block, play areas and car park which will begin during the Autumn term 2020. We are also due to undertake a land sale which will provide us with a capital investment to build a new sports hall, 4G Astroturf pitch, social areas and some internal school projects.

Our last Ofsted inspection (May, 2018) recognised the positive changes that had taken place to date and this was reflected in the 'Good' judgements for Leadership, Personal Development, behaviour and welfare and Sixth Form. This was reinforced by the Challenge Partners review in November 2019 where we were rated as 'effective' in all areas.

I am incredibly proud to be the Headteacher at OSA and the key to our continued improvement is recruiting the very best staff. We have worked hard to improve staff well-being and reduce workload in order to give staff the opportunity to thrive and flourish in their work environment.

We are part of the Danes Educational Trust and we offer a wide range of CPD opportunities and an excellent NQT and RQT programme of support. more information about the Trust can be found [here](#).

You can also visit our website on www.onslow.herts.sch.uk for further information about the school including the school prospectus.

I look forward to receiving your application which should be addressed to Dawn Gamble, (Recruitment Manager) and sent to recruitment@danesedtrust.org.uk. Please include a letter outlining why you wish to be considered for this position. If you would like to organise a visit to the school or if you would like to discuss the position in more detail then please contact Dawn Gamble.

Yours sincerely,

David Bullock
Headteacher





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onlsow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title	Network Administrator
Line Manager	Headteacher
Pay Range	H7.19, pro-rata salary of £26,107 Inc. Fringe
Work Pattern	Monday-Thursday 8am-4pm, Friday 8am-3.30pm (including 30 minutes unpaid for lunch)

Core Purpose

- To manage, develop and support the school's ICT Network systems, ensuring that all areas of school ICT run smoothly
- To implement new technologies and grow and develop the ICT presence within the school
- To collaborate with the Trust ICT support team and other Network Administrators

Main Duties and Responsibilities

- Manage the school's ICT technician; Ensure they are performing well, manage their development and support them as necessary.
- Manage, develop and support the following school systems:
 - Server and network infrastructure
 - Hardware operating systems
 - Back-up solution
 - Web based software applications, collaborations tools and mail systems
 - Print solution
 - Wireless
 - Audio visual systems and interactivity
 - Asset management
 - School broadband, filtering and hosted firewall solution
 - Device protection such as Anti-Virus
 - Cashless Catering
 - Phone solution
 - Curriculum software
 - Visitor management
 - CCTV solution
 - VPN solution
- Work with the Trust ICT staff to deploy new trust and school technologies. Taking part in working parties as appropriate,
- Proactively plan hardware and software replacement cycles to provide staff and students with effective ICT.
- Perform updates and troubleshoot school management information systems (MIS)
- Ensure staff adhere to relevant trust and school ICT policies. Supporting the data protection officer (DPO) to ensure staff adhere to GDPR regulations.
- Oversee the ICT budget ensuring value for money for purchases.
- Lead and organise the deployment of ICT hardware / AV solutions / peripherals
- Escalating and liaising with Herts for Learning or Trust ICT staff to resolve ICT issues
- Be mindful of relevant developments in order to best suggest improvements to the provision and support of ICT
- Create, maintain and distribute documentation to assist staff, students and others in the IT team
- Deliver informal and formal staff training when appropriate.
- To perform support tasks carried out by the ICT technician during his/her absence or high work-load.

Job Description





General

- Keep up to date with and follow faculty and Danes Educational Trust (the 'Trust') policies
- To take part in professional development and training
- Any other reasonable duties as requested by senior management

Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Headteacher

Contacts

The post holder will work with staff and students



We are looking for ...

Knowledge, Experience and Training

The post holder must:

- Display a high level of professionalism at all times
- Demonstrate a natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.
- Be committed to the safeguarding of children
- Be able to pay attention to detail, ability to meet deadlines and prioritise
- Be able to engage with senior staff and colleagues in a professional manner
- Be flexible, adaptable and able to act on initiative
- Have excellent numeracy and literacy skills
- Have knowledge of procedure and regulations consistent with supporting ICT
- Be willing to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate

Essential

- Latest Server operating systems
- Virtualisation technologies including Hyper-V
- Active Directory
- Knowledge of network fundamentals, VLANs, DNS and DHCP
- WDS and WSUS
- Firewalls
- Wireless systems
- Windows OS
- Backup technologies
- Office 365 / Google for Education

Desirable

- School Management information systems
- School filtering
- Microsoft SQL
- Microsoft Powershell
- Experience managing staff
- Software licensing
- Experience with GDPR policies and procedures

Person Specification





Onlsow St Audrey's School

OSA is a vibrant, welcoming, co-educational secondary academy with a committed, professional and hardworking team of staff and governors. With a clear vision of Opportunity, Success and Ambition, the school aims to create opportunities through excellent teaching and an inspiring enrichment programme, so that all students can enjoy success, both socially and academically.

This is an exciting time in the history of the school as we are set to begin a significant multi-million pound refurbishment programme that will transform the learning environment for the whole school community, including a new state of the art Science block, the work for which will start in the spring term.

With the appointment of a new Headteacher in September 2018, this is an outstanding opportunity to join a friendly, supportive and dedicated team and play a key role in the school's development.

We have strong links with the community, including membership of a post-16 consortium of five local secondary schools, allowing us to provide an outstanding, fully comprehensive programme of education and opportunities for our Sixth Form students.

Hatfield is easily accessible by both road and rail, with the A1(M), M1 and M25 motorways nearby, and the Hatfield train station less than 10 minutes' walk from the school.

The academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

School Summary



DANES EDUCATIONAL TRUST

We can offer a range of benefits including:

- Exceptional CPD opportunities both within the Trust and across the Herts & Bucks Teaching School Alliance
- We run a yearly induction programme for Newly Qualified Teachers (NQTs) throughout the Herts and Bucks Teaching School Alliance. We have a vast experience of working with NQTs across the Alliance and we see NQT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Eye Test Voucher
- Free parking
- Staff Committee that organise regular social events



Benefits





Old Rectory Drive
Hatfield
Hertfordshire
AL10 8AB

Headteacher:
David Bullock BA(Hons), MEd (Camb), NPQH

<https://onslow.herts.sch.uk/>



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DANES EDUCATIONAL TRUST