May 2024

Dear Applicant,

Thank you for your interest in the post of **Network Manager.**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support Staff Payscale
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The closing date for receipt of applications is **Monday 20th May 2024 at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **22nd May 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews at the College on Thursday 23rd May 2024 and will notify short-listed candidates as soon as we can after the closing date. Please confirm your availability on your application form.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

> *'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

> *'It is a supportive, positive, happy environment, which is great for both students and staff.'*
> *'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*
> *'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 220 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

The IT Department

The IT Department currently consists of: Director of IT and Digital Strategy, Assistant Director of IT, a Network Manager (this post), a Senior Software Developer, MIS Manager, 3 IT Technicians (who also support SharePoint and VLE development).

The department has overall responsibility for the day to day running of all the College IT network, infrastructure and services, ensuring students and staff have the IT resources to support their teaching and learning. The team is very friendly and caring with a collective sense of responsibility working to their individual strengths, and has strong expertise in a broad range of IT skills.

We are proud of our success over many years, helping to play a significant part in the development and innovation at the College for the benefit of all students and staff and we are always look for ways to improve the services and support we provide to our community.

We have a Microsoft Active Directory Domain, and Microsoft tenancy in Azure (A5 licensing). Highly-specified equipment and, wherever possible, redundant systems and virtualisation are used to provide a high-quality service. We are looking to move more of our data systems to Azure, in order to support cloud-based development of our online presence. The site is well connected with single-mode fibre (up to 80Gbs^{-1}) and is a member of JANET, with connectivity planned at 10Gbs^{-1}, and Wifi 6e currently being installed.

Network Manager

This is an exciting opportunity to join a thriving and innovative ILT Team at a point of innovation with its online presence. This role is a central and crucial one with specific responsibility for the management and security of the IT infrastructure including physical network, servers, Active directory and the Azure platform. The College welcomes innovation, and this role has the opportunity to shape how we deliver services to our college, playing to the strengths of the individual within the context of an overall Digital Strategy.

Being able to communicate with others will be key, from the IT helpdesk team and developers, to supporting the Director of IT with the Senior Leadership Team. We often rely on specialist skills of contractors or external companies, IT is ever-changing, so a desire to learn, adapt, collaborate, innovate and manage change are important qualities to us.

Experience of managing a network is essential to us, but training, consultancy, and support from colleagues will be provided to help the successful candidate flourish in their new role.

Hours:
This is a permanent contract, 36.42 hours per week Monday to Friday: times to be agreed (normally 8am – 4.20pm), 52 weeks per year. Annual Leave entitlement is 22 days per year, plus Bank Holidays.

Salary:
The salary is linked to the Support Staff Pay Spine and will be in the range of £41,298-£45,460 (plus location allowance) depending on experience.

Job Title: Network Manager

Line Manager: Assistant Director of IT

Summary of Job

To ensure the continuing availability, suitability and security of college IT services to deliver the College's Digital Strategy.

To manage the College Network to ensure it functions effectively, economically and to a high standard to enable the provision of a high quality service for students and staff.

To support the work of the ILT team in delivering digital services to all College stakeholders.

Responsibilities

Network Operation and Access
- To ensure the continued operation of the College-wide network and associated and delegated infrastructure including access control, network hardware, data systems and media services and all other services which rely on Active Directory or its delegated resources or network access.
- To manage the core network infrastructure, switches, routing, interconnectivity.
- To manage the VOIP telephone system and other electronic communication systems.
- To provision, and manage access to, and prevent the unauthorized access to, network resources, licensed systems, and services.

Infrastructure Management
- To manage licensing and maintenance contracts, and assist the procurement and deployment of IT infrastructure (including MFD, catering systems), and maintain the associated asset register.
- To manage core services, including the on-premise physical and virtual server environment, and cloud (Azure provision
- To oversee the management and implementation of the College IT hardware equipment replacement schedule including migration of services to the Cloud; ensuring new infrastructure projects which meet the needs of College are actioned effectively and efficiently.
- To assist with the specification, obtain quotes and order all new computer/hardware equipment in accordance with financial/procurement regulations.
- To ensure all new IT equipment conforms to operate the College's Health & Safety Display Screen Equipment Regulations, and support the College's Acceptable Use, Data Protection and other related policies.

Cyber Security
- To manage the performance, security, integrity and suitability of Godalming College IT Systems in accordance with relevant legislation.
- To monitor the cybersecurity landscape, lead the adaption of the College network to mitigate against current and emerging threats, provision mitigation (backup) against a failure of network security and advise the Senior Management Team on matters relating to Cybersecurity.
- To ensure the College cybersecurity/network operations are planned to address any incident that would enact the College Disaster Recovery procedures, ensuring that clear timelines for restoration of key services are detailed and share with the Senior Management Team.
- To maintain the College's relevant certifications and audit compliance with respect of Cybersecurity.

General

- To keep abreast of current factors which influence the running of the College (from a networking/cybersecurity perspective in order that the information infrastructure can support the operation and decision making in the College.
- To provide technical support and advice to the Director of IT and Digital Strategy, IT Service Manager and the wider ILT Team.
- To actively seek to maintain and extend expertise in appropriate areas and pursue relevant training.
- To work as a member of the College ILT team and the wider support staff and carry out duties as required.
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College Policies.
- To do other tasks as reasonably requested by the Principal from time to time.

This job description may be varied according to the needs of the College from time to time.

Review carried out by Director of IT and Digital Strategy, May 2024

Person Specification – MIS Manager		
		Method of Assessment
Qualifications		
Educated to an appropriate level in a related field	Essential	Application / Certificate
Technical certifications in networking/IT	Desirable	Application / Certificate
Completion of technical training (online, formal, or informal)	Desirable	Application / Certificate
Skills		
Able to manage network topology, switch configuration, network segregation and interconnectivity	Essential	Application and interview
Able to manage firewalls and cybersecurity	Essential	Application and interview
Able to manage Windows server and Active Directory infrastructure	Essential	Application and interview
Able to manage linux and other operating systems	Desirable	Application and interview
Able to document technical systems, and explain them to others	Essential	Application and interview
Able to manage Active Directory, DNS, DHCP, DFS, WSUS, SCCM,	Essential	Application and interview
Able to manage M365 including Exchange, SharePoint, Teams	Essential	Application and interview
Able to manage linux and other operating systems	Desirable	Application and interview
Experience		
Experience of Active Directory management	Essential	Application and interview
Experience of M365 management	Essential	Application and interview
Experience of ProCurve, Commware, Fortinet operating systems	Desirable	Application and interview
Experience of on premise and online backup systems	Desirable	Application and interview
Personal Qualities		
Able to build working relationships in a diverse environment	Essential	Application and interview
Able to deal with new problems, and adapt to a changing situation	Essential	Application and interview
Desire to learn new skills, be proactive and creative in their role	Essential	Application and interview
Willing to admit mistakes, and use them as a learning opportunity to improve	Essential	Application and interview
Is organised, able to work to deadlines, and manage their time	Essential	Application and interview
Able to work both independently and in collaboration with others, including colleagues, contractors, suppliers	Essential	Application and interview
Belief in the value of education	Essential	Application and interview
Commitment to the wellbeing of young people	Essential	Application and interview

Godalming College

Staff Benefits:

Health & Wellbeing

College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.

Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.

Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.

Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.

Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial

Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*

Car parking

There is free on site parking for staff.

Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

* www.teacherspensions.co.uk & www.lgpsmember.org

Term Dates 2023-24

Autumn Term	2023	Half Term	Bank/Public Holidays
Start Date	Tuesday 29th August	Monday 23rd to Friday 27th October	Monday 28th August
End Date	Friday 15th December		Monday 25th December
			Tuesday 26th December

Spring Term	2024	Half Term	Bank/Public Holidays
Start Date	Tuesday 2nd January	Monday 12th to Friday 16th February	Monday 1st January
End Date	Thursday 28th March		Friday 29th March
			Monday 1st April

Summer Term	2024	Half Term	Bank/Public Holidays
Start Date	Monday 15th April	Monday 27th May to Friday 31st May	Monday 6th May
End Date	Thursday 11th July		Monday 27th May

2023/24 - Godalming College

Autumn Term	Tuesday 29th August	-	Friday 15th December	74 days
Spring Term	Tuesday 2nd January	-	Thursday 28th March	58 days
Summer Term	Monday 15th April	-	Thursday 11th July	58 days
				190 days

2023/24 - Surrey Schools for comparator

Autumn Term	Friday 1st September	-	Friday 15th December	71 days
Spring Term	Tuesday 2nd January	-	Thursday 28th March	58 days
Summer Term	Monday 15th April	-	Tuesday 23rd July	66 days
				195 days

Godalming College Support Staff Payscale March 2024

Additional Surrey Allowance on all points of £1222 per year

Scale 1	18	21725

Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42