

Assistant Network Manager



“Providing great schools at the heart of the local community”



Dear Applicant,

Thank you for showing an interest in Endeavour Learning Trust.

Are you an organised, methodical and reliable? Do you feel you could deliver outstanding support to a thriving central team and forward-thinking academies? A fantastic opportunity has arisen to join our supportive and committed IT Team.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Endeavour Learning Trust is an expanding Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are keen to welcome other schools into our Trust and we have strengthened our central team to ensure we have the capacity to continue to support where we are needed most. Our Trust has been further strengthened by the addition of our primary schools and a school with a Sixth Form College, which enables us to embrace the all through nature of education.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the MAT and our wider networks and partnerships

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mrs LA Gwinnett

Mrs LA Gwinnett,
CEO – Endeavour Learning Trust

Advert – Assistant Trust Network Manager

Post Title:	Assistant Trust Network Manager
Salary:	£25,481 to £29,577
Hours of Work:	37 Hours per week – Full time, Permanent
Location:	Endeavour Learning Trust Central Hub Yewlands Drive, Leyland PR25 2TP (Although frequent travel between Trust schools is an essential part of this role)

Endeavour Learning Trust are looking to appoint an Assistant Trust Network Manager to:

- Manage end user support provision and helpdesk, ensuring timely and effective resolution of support requests by the ICT support team.
- Provide second line support to assist in the efficient running of the Trust's network, including the management and maintenance of network infrastructure to enable effective teaching, learning and administration.
- Contribute to the development and implementation of policies and strategic development plans for the resourcing, management and the use of the Trusts ICT facilities.

The successful candidates will have experience working with computers and have a willingness to learn and develop their skills further. The candidate will have the ability to work independently whilst part of a team. The candidate must possess plenty of energy and patience with supporting our staff and schools with their ICT needs.

What we can offer you:

- Competitive salary
- Fantastic pension scheme
- Friendly working environment
- Growing Multi Academy Trust (MAT)
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust

To apply for this vacancy please follow the link to TES which is available on our website

<https://endeavourlearning.org/about/vacancies>

If you require any further about this role please contact our Central HR Team at

vacancies@endeavourlearning.org or on 01772 817904 ext. 1051

Applications should be submitted, via TES by 9am on 31st January 2022

Interviews will be held on 3rd February 2022

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

This post is subject to an enhanced DBS check
Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

JOB DESCRIPTION

Job Title	Assistant Trust Network Manager
Grade	Grade 7 SCP 19-25
Salary	£25,481 to £29,577
Location	Endeavour Learning Trust Central Hub Yewlands Drive, Leyland PR25 2TP (Although frequent travel between Trust schools is an essential part of this role)
Hours Per Week	37 hours per week
Weeks Per Year	Full Year
Contract	Permanent
Responsible to	Trust Network Manager

Job Purpose

To manage ICT technical support and assist in the development and implementation of ICT across the Trust in conjunction with the Trust Network Manager.

Main Activities

- To take responsibility for the service desk, ensuring timely resolution and escalation of support requests.
- To provide second line support to on-site technicians in each school.
- To deploy, manage and maintain the Trust's network infrastructure to support effective teaching, learning and administration.
- To have operational responsibility for the Trust's 1:1 mobile device programme.
- To contribute to the development and implementation of policies and strategic development plans for the resourcing, management and the use of the Trust's ICT facilities.
- Oversee the completion of equipment audits and keep an up to date fixed asset log of all ICT Devices.
- To have operational responsibility for planning and delivery of projects, both short and long term.
- To obtain and evaluate quotations from suppliers for new ICT equipment and software, and to negotiate and monitor contracts to ensure compliance by suppliers and contractors.
- To provide training, support and guidance to students and staff so that they can make optimum use of ICT facilities.
- To ensure all relevant E-safety procedures are in place, and regularly monitored.
- To ensure appropriate data protection and security measures and health and safety requirements are followed to minimise risk to the Trust.
- To ensure health and safety requirements are met in relation to ICT facilities and their use.

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with or added to this list as required.

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Person Specification – Assistant Trust Network Manager

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
4 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	E	AF
Degree Level qualification in technology based subject or work experience at an equivalent level	D	AF
EXPERIENCE		
The successful candidate will have:		
Management of Enterprise Systems & Servers	E	AF/I
Management of Enterprise Networks	E	AF/I
Management of Apple & Google Enterprise Technologies	D	AF/I
Management of Cloud Services	E	AF/I
Helpdesk / ICT Support management	E	AF/I
Development and implementation of corporate level policies	D	AF/I
Demonstrate experience of working in a complex and demanding environment	E	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
OTHER		

Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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