



FRAMWELLGATE  
SCHOOL DURHAM



Turning potential into performance

## Network Manager

## Candidate Information Pack





1 Advert

## Network Manager

Required as soon as possible

Permanent, full time (37 hours),

**Grade 10**  
**Scale Points 33 to 37**  
**Salary £29,033 to £31,160**

**An 11- 18 academy with 1000 students  
including 180 in the sixth form**

We are looking for an experienced, dynamic and innovative individual to contribute to our support team, providing a critical service in the maintenance and sustainability of the school network. You will have recent proven experience in the management of an ICT network and the ability to plan for the future. This is an exciting opportunity for a dedicated professional to make a real difference. You should have a proven track record as a team manager with an excellent understanding of school systems and networks.

If you believe that you have the professional characteristics and experience that we require, please contact the school:

**The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ  
Tel: (0191) 386 6628  
Email: [Sarah.Dawson@fram.durham.sch.uk](mailto:Sarah.Dawson@fram.durham.sch.uk)**

Please visit the school website on [www.fram.durham.sch.uk](http://www.fram.durham.sch.uk) for further information and a full application pack for this post.

Closing date for receipt of applications: **Wednesday 20 July 2016 9.00am**

Any offer of employment to this post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service





## 2 Headteacher's welcome

Framwellgate School Durham is a place where education is viewed as a lifetime pursuit and skills for learning are seen as vital tools to shape young peoples' futures. The experience of learning here is designed to inspire students to explore their talents and provide them with intellectual challenges and the support they need to meet them.

Framwellgate School Durham has high expectations of both staff and students. We believe our results are founded on a track record of excellent provision, high quality pastoral care and community aspiration. We achieve results through a balance of traditional academic rigour and pragmatic innovation. We are a school that delivers more than examination results: there is an exceptional range of opportunities available for students to engage with beyond the classroom and the wider responsibility that a school has to foster reflective, responsible and proactive citizens is one that we take seriously.



Being a member of the staff at Framwellgate School Durham is both demanding and rewarding. You will find colleagues who are creative, supportive and dedicated. You will find students who are eager to learn and who respect the school and each other.

You will be part of the drive to build on the improvements that are already underway following the recent inspection and will have a real opportunity to make a difference to the school and its students.

This is therefore an important post for us. We are looking for a well-qualified, enthusiastic and innovative individual who wants to make that difference and to make a contribution to our future success.

If you think this is the post – and the school – for you, I invite you to proceed with your application.

I look forward to receiving your application.

Alisdair Nicholas  
Headteacher





### 3. Information about the school

At Framwellgate School Durham we are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best. We are an inclusive school, and we place a high priority on the development of our students as inquisitive thinkers with enquiring minds.

We are the founding school of the Excel Academy Partnership and through the trust, education services are provided to other schools in the region, and there is the capacity to include other primary or secondary schools in our family of schools.

We would highlight the following strengths to prospective candidates:

#### Professional Development

We place a very high priority on developing our staff professionally. As such, there is an extensive programme of CPD opportunities which seeks to support teachers and other staff to identify their development needs and move forward in their practice. Through the annual conference, CPD pathways and individual bespoke programmes the successful candidate will be fully supported in their role.

#### The Achievement Centre

Our intake is above the national average, and we ensure that provision offered stretches and challenges our more able students. In addition, we are very aware that all students have individual learning needs, and some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic. Our pastoral system is caring and responsive.

#### Focus on the craft of teaching

Developing the craft of teaching is at the centre of everything we do as a school. There is a 'buzz' about teaching within the staff. Teaching conversations are supported through staff meetings, learning focus groups, appraisal and professional dialogue. This school is an excellent environment for colleagues who are passionate about teaching.

#### Academic Structure

From the start of the academic year 2016/17, there will be eight curriculum directorates at Framwellgate School Durham:

English, Literacy and Media Studies	Social Sciences
Mathematics and Numeracy	Modern Foreign Languages and the International Dimension
Science	PE, Health and Sports Science
Humanities	Technology and Applied Arts





The following is a brief description of the curriculum on offer:

Year 7	Broad banding - grouped accordingly to current performance in KS2 (informed by pastoral information)
Year 8	Students are setted in Mathematics, English and Languages; broad banding for all other subjects
Year 9	Students are setted in Mathematics, English, Science and Languages, broad ability bands for most other subjects
Year 10 / 11	Students are placed in one of three routes and follow a combination of core subjects and option choices
Year 12	Students choose from AS Level & Btec courses
Year 13	Students choose from AS & A2 & Btec courses

### Pastoral Structure

All students are placed in tutor groups, and their tutor is the first port of call for them through their school career. Tutor groups are vertical in nature. Key Stage 3 tutor groups are home to students in Year 7 to Year 9, Key Stage 4 tutor groups house students in Years 10 and 11, and Key Stage 5 tutor groups, the sixth form. We have an active Student Leadership Group and through the house system, students of all ages regularly take part in a variety of activities which promote community and school cohesion.





## 4 Information about the post

### 4.1 Job Description

<b>Post Title</b>	<b>Network Manager</b>
<b>Main Purpose of the Role</b>	<b>To develop and maintain the school's ICT network – admin and curriculum - ensuring the effective operation and maintenance of the systems</b>
<b>Main Duties and Responsibilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>○ To lead the ICT and Printshop teams, monitor and review their performance and manage their staff development</li> <li>○ To manage the Printshop and resources service</li> <li>○ To project manage the development of the network infrastructure to achieve the best possible network performance</li> <li>○ To develop and manage the school's Virtual Learning Environment</li> <li>○ To be responsible for the day to day functioning of the administrative and curriculum networks</li> <li>○ To support colleagues in the production of statutory returns</li> <li>○ To develop, implement and monitor standards for network security, documentation and change control</li> <li>○ To develop and maintain standards for the operation of the network from implementation to back up</li> <li>○ Liaison with external consultants/suppliers on overall network topology, design and implementation</li> <li>○ Training and supervision of ICT technicians</li> <li>○ Management of the school administrative systems, ICT finance systems and database applications and communications systems (e.g. email)</li> <li>○ Implementation of whole school policies on data protection, ICT resource management, Internet acceptable use and monitoring</li> <li>○ Procure ICT and AV equipment as required to fulfil the school's requirements and hold responsibility for the associated budgets</li> <li>○ Production of audits and reports on ICT use and costs, demonstration of best value principles applied to the provision of ICT products and services</li> <li>○ Liaison with LA on ICT resource development and representation at forums and user groups</li> <li>○ Liaison with Department Directors on the provision for the development of ICT across the curriculum and within the community</li> <li>○ Maintenance and development of the school's web site and Intranet</li> <li>○ Training for staff on the use of a wide range of general purpose and office related activities</li> <li>○ To work with the Progress and Assessment Manager to ensure that the user interface experienced by students supports effective teaching and learning</li> </ul>





	<ul style="list-style-type: none"> <li>○ To ensure that the user interface for staff enables effective support of their curriculum and administrative duties</li> <li>○ To oversee Portable Appliance Testing routines and adherence to legislation</li> <li>○ To advise on electrical equipment purchases, including identifying suitable suppliers and preparing orders</li> <li>○ To oversee the maintenance and repair of all electrical equipment used throughout the school (e.g. video recorders, digital projectors)</li> <li>○ To be responsible for the school's CCTV system operation and maintenance</li> <li>○ To be responsible for overseeing the installation of small scale electrical supplies, in addition to those connected with the network or associated equipment</li> <li>○ To support the site team in organisation of electrical repairs and maintenance</li> <li>○ To provide ICT support as required to the Sjøvoll Centre</li> </ul>
<p><b>General responsibilities of all staff</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Safeguarding, Equality &amp; Diversity and Health &amp; Safety</b> <ul style="list-style-type: none"> <li>○ To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.</li> <li>○ To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme.</li> <li>○ To comply with Health and Safety policies, organisational statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.</li> <li>○ To comply with the Academy's requirements for safeguarding and vetting checks.</li> </ul> </li> <li>▪ <b>Other</b> <ul style="list-style-type: none"> <li>○ The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.</li> </ul> </li> <li>▪ <b>Compliance with Policies</b> <ul style="list-style-type: none"> <li>○ The post holder is required to comply with all Academy policies, including the No Smoking Policy.</li> </ul> </li> </ul>
<p><b>DBS Disclosure</b></p>	<p>Enhanced</p>





#### 4.2 Person specification

Category	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ GCSE English and Maths A-C</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold a recognised computer or network qualification at NVQ level 4</li> <li>▪ Microsoft certifications will be taken in to account but are not essential</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form and interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of effectively managing a team</li> <li>• Experience of working in a similar role.</li> <li>• Experience of procurement and budget management</li> <li>• Configuring computer hardware and software and managing projects</li> <li>• Experience in Microsoft and Server Management</li> <li>• Experience of disaster recovery and business continuity planning</li> <li>• Experience of managing a CCTV system</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in use of SIMS</li> <li>• Considerable experience in Network management in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of client/server architecture</li> <li>▪ In depth knowledge of computer systems/networks and a range of software applications</li> <li>▪ Understanding health, safety and welfare regulations and best practice affecting ICT</li> <li>▪ Understanding Data Protection requirements</li> <li>▪ Exceptional technical knowledge of network and PC operating systems in particular for managing and configuring school-wide LANs, WANs, WLANs, VPNs, etc.</li> <li>▪ Hands-on experience troubleshooting hardware such as servers, routers, switches, modems, network interface cards</li> <li>▪ Excellent knowledge of current protocols and standards</li> <li>▪ Knowledge and understanding of telecommunications principles.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ Test</li> </ul>







<b>Essential personal attributes and practical qualities</b>	<ul style="list-style-type: none"><li>• Outstanding communication skills</li><li>• Excellent organisational skills</li><li>• Ability to lead and manage a team, and effectively coach, appraise and mentor others.</li><li>• Ability to prioritise and delegate effectively.</li><li>• Ability to identify own and others' training &amp; development needs and cooperate with appropriate individuals to address these.</li><li>• Exhibit strong inter-personal skills and excellent customer care skills.</li><li>• Exhibit strong inter-personal skills and excellent customer care skills.</li><li>• Ability to interpret advice/statute and to devise policy/practice in the light of these</li><li>• Ability to prepare reports and present to SLT / governors as and when required.</li><li>• Willingness to work flexibly when required.</li></ul>		<ul style="list-style-type: none"><li>▪ Application form</li><li>▪ Interview</li><li>▪ References</li></ul>
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## 5 Information about the appointment process

Closing date for receipt of applications: **Wednesday 20 July 2016 9.00am**

### Guidance on completing the application form:

Complete the attached application form in full. There is a section (Section D) towards the end of the form that offers the opportunities to provide any extra detail not covered in your form to demonstrate how you meet the criteria included in the Person Specification.

You are encouraged to email your application to [Sarah.Dawson@fram.durham.sch.uk](mailto:Sarah.Dawson@fram.durham.sch.uk) or post it to Mr A Nicholas, Framwellgate School Durham, Newton Drive, Durham DH1 5BQ.

Any offer of employment to this post will be subject to:

- receipt of a satisfactory disclosure from the Disclosure and Barring Service
- completion of a health questionnaire

