



FRAMWELLGATE
SCHOOL DURHAM



Turning potential into performance

**Deputy Network Manager
from January 2017**

Candidate Information Pack



1 Advert

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

Deputy Network Manager

Required from January 2017

Permanent, full time (37 hours),

Grade 5 – 6 with bar at Pt 20

progression to grade 6 subject to satisfactory completion of specified qualifications

Grade 5 – 18-20 = £17,891-19,238

Grade 6 – 21-23 = £19,939 – 21,057

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 supporting a team to manage an ICT network. This is an exciting opportunity for a dedicated professional to make a real difference. You should have a proven track record with an excellent understanding of school systems and networks.

If you believe that you have the professional characteristics and experience that we require, please visit the school website on www.fram.durham.sch.uk for further information and a full application pack for this post.

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

Closing date for receipt of applications: **9.00am on Friday 18 November 2016**

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



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

There are 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 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

<p>Post Title</p>	<p>Deputy Network Manager</p>
<p>Main Purpose of the Role</p>	<p>To deputise for the Network and ICT Facilities Manager in ensuring that high quality technical support is provided to staff and pupils in their use of ICT resources and to facilitate learning.</p> <p>The grade of the post is 5-6 with a bar at spinal point 20. Progression to grade 6 is subject to successful completion of a relevant level 4 national qualification (e.g. M.C.S.A.), and successful implementation of skills and techniques learned, assessed through performance management.</p>
<p>Main Duties and Responsibilities</p>	<p>General</p> <ul style="list-style-type: none"> ○ To act as deputy to the Network and ICT Facilities Manager in regard to: ○ Providing support of the school's MIS systems. ○ Overseeing network functioning and support in the Network and ICT Facilities Manager's absence. ○ To act as supervisor and mentor to an ICT support team apprentice, under the guidance of the Network and ICT Facilities Manager, with regard to: ○ Initial training and such training as required to carry out support tasks in the school or at the Sjøvoll Centre ○ Allocation of workload ○ Support in achieving required standards of the apprenticeship scheme ○ To be the main point of contact for any ICT support request at the Sjøvoll Centre, ensuring that there is sufficient cover for any event held at the centre and that facilities are available when requested ○ To support and maintain ICT equipment and other learning resources throughout the school by: ○ Providing technical support and encouragement to staff and pupils in the use of Information Technology ○ Promoting and facilitating the use of the Internet (including email, World Wide Web and video conferencing) across the curriculum ○ Ensuring the necessary resources are readily available in classrooms, labs, training and conference rooms, by providing onsite support ○ Maintaining the computer systems so that they are fully operational, secure, virus free and accessible ○ Installing software as required onto servers, workstations and laptops ○ Providing support and encouragement to all users, guests and potential users ○ To ensure that all necessary equipment is in place, in full working order and ready to use whenever staff require it for assemblies, lessons, presentations and training sessions. Twilight or weekend sessions, which may be onsite, offsite or at the Sjøvoll Centre may also be requested, and are to be supported in the same manner ○ To oversee periodic Portable Appliance Testing to ensure the safety of electrical appliances throughout the school under the direction of the Network and ICT Facilities Manager, including: <ul style="list-style-type: none"> ○ Maintaining accurate records of inspections and testing ○ Providing training for those carrying out the inspections and testing



	<ul style="list-style-type: none"> ○ Provide support and training to staff and students as required so that all users of the school's ICT equipment can use equipment confidently ○ To recommend and implement improvements to the ICT service, including new software or techniques ○ To provide assistance to guests so that any requirements they have requested prior to their arrival are available and setup ready for their use ○ To support and amend the web services provided by the school under the direction of the Network Manager, including: <ul style="list-style-type: none"> ○ The school website ○ The school's virtual learning environment (VLE) ○ The Sjøvoll Centre website ○ To undertake any ICT support tasks as directed by the Network and ICT Facilities Manager, and/or Head teacher. ○ On successful completion of a national grade 4 qualification such as M.C.S.A the following will be expected: <ul style="list-style-type: none"> ○ skills and techniques to be implemented in the work place, including regular staff training and delivery of some team meetings where information learned must be shared. ○ involvement in whole school CPD, leading workshops to provide support and information to staff ○ proactivity in ensuring qualifications and training are kept up to date
<p>General responsibilities of all staff</p>	<ul style="list-style-type: none"> ▪ Safeguarding, Equality & Diversity and Health & Safety <ul style="list-style-type: none"> ○ 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. ○ To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme. ○ To comply with Health and Safety policies, organisations 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. ○ To comply with the Academy's requirements for safeguarding and vetting checks. ▪ Other <ul style="list-style-type: none"> ○ 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. ▪ Compliance with Policies <ul style="list-style-type: none"> ○ The post holder is required to comply with all Academy policies, including the No Smoking Policy.
<p>DBS Disclosure</p>	<p>Enhanced</p>



4.2 Person specification

Category	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> ▪ GCSE English and Maths A-C 	<ul style="list-style-type: none"> ▪ Hold a recognised computer or network qualification at NVQ level 3/4 ▪ Microsoft certifications will be taken in to account but are not essential 	<ul style="list-style-type: none"> ▪ Application form and interview
Experience	<ul style="list-style-type: none"> • Experience working as part of a team. • Experience of working in a similar role. • Ability to troubleshoot and configure computer hardware to component level. • Software installations and troubleshooting. • Experience of Microsoft technologies and server management including DHCP, DNS Active Directory and Group Policy. • Experience of website design using Wordpress or equivalent (or willingness to reach the required standard through self training) 	<ul style="list-style-type: none"> • Experience in use of SIMS • Experience of ICT support in a school environment • Experience of Microsoft O365. • Experience of SCCM • Experience of Virtualisation technologies such as VM Ware 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview
Essential Knowledge	<ul style="list-style-type: none"> ▪ Understanding of client/server architecture ▪ In depth knowledge of computer systems/networks and a range of software applications. ▪ Understanding health, safety and welfare regulations and best practice affecting ICT. ▪ Understanding Data Protection requirements ▪ Exceptional technical knowledge of network and PC operating systems. ▪ Hands-on experience troubleshooting hardware such as servers, routers, switches, modems, network interface cards. ▪ Excellent knowledge of current protocols and standards. ▪ Knowledge and understanding of telecommunications principles. 	<ul style="list-style-type: none"> • Experience of configuring WANs, WLANs, VLANs VOIP etc. • Experience of web filtering and firewalls. • Experience in managing backups. • Experience of server installation and configuration. 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ Test
Essential personal attributes and practical qualities	<ul style="list-style-type: none"> • Outstanding communication skills • Excellent organisational skills • Ability to effectively coach, appraise and mentor others, including an apprentice. • Ability to prioritise and delegate effectively. • Ability to identify own and others' training & development needs and cooperate with appropriate individuals to address these. • Exhibit strong inter-personal skills and excellent customer care skills. • Exhibit strong team working skills and due consideration for others. • Empathy with students and staff. • Proactive approach to work. • Willingness to work flexibly when required. 		<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References



5 Information about the appointment process

Closing date for receipt of applications: **9.00am on Friday 18 November 2016**

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 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