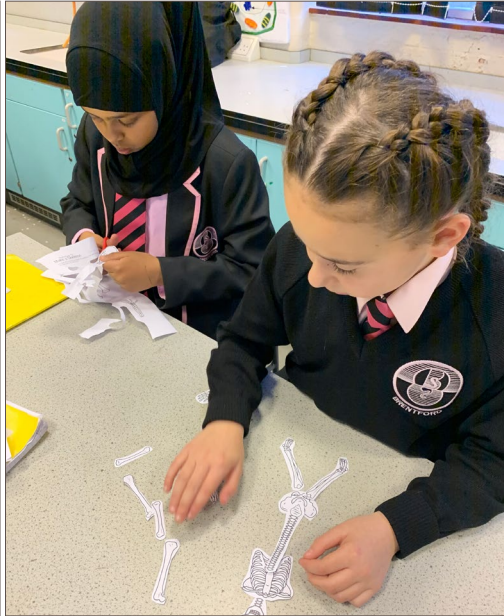


VISION | CREATIVITY | EXCELLENCE



BRENTFORD SCHOOL FOR GIRLS

BRENTFORD 6th FORM



RECRUITMENT INFORMATION PACK

POSITION: Network Manager

SALARY: P05 38-41 £43,860-£46,839 per annum

START DATE: ASAP



LOCATION: 5 BOSTON MANOR ROAD, BRENTFORD, MIDDLESEX, TW8 0PG

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WELCOME

Dear Candidate,

I am delighted that you have expressed an interest in joining our school community as an employee. *As a school we are committed to employing dynamic and inspirational professionals who have the ability to inspire young people, lead others effectively and contribute significantly to the future success of the school, and the development of the schools ambitious vision.*

Brentford School for Girls is a high achieving, 'exceptional' all girls comprehensive school in West London. A significant number of our children come from disadvantaged backgrounds but this in no way deters their success here at Brentford. Our students make outstanding progress given their starting points, and we are regularly featured in the top 10% of schools in England for the progress our girls make. We are a pupil premium award winner, have been part of the prestigious London Schools' Gold Club and are a 'SSAT leading Edge' school. We also work in partnership with a local primary school where opportunities for CPD are fostered as well as expertise shared on the development of the child in the primary phase of education. We are currently exploring the opportunity to formalise our partnership with this school.



Excellent examination results, sustained over the last 8 years are only part of what we are proud of. The broad curriculum and the extra-curricular provision provide a learning experience that produces confident, ambitious and hardworking young women, equipped to take on the challenges of the future 'whatever that may be.' We are a small secondary school, with a vibrant co-educational sixth form provision onsite. Our well embedded house system, alongside our active alumni network help to foster a real 'family feel' across the school, and we have an incredibly strong sense of community.

Our staff are one of our most valuable assets at Brentford School for Girls and we are fully committed to supporting and investing in their well-being and professional development. As well as supporting with opportunities to bring the staff together socially, through coffee mornings and staff well-being events, there is an extended half term break and even a day off for Christmas shopping offered to all members of staff!

We are seeking to appoint colleagues who are ambitious for themselves and the girls at Brentford, staff who will want to embrace our community and who will have a real impact on the life of our successful school.

We hope that you will find the information in this pack interesting and informative and we look forward to receiving your application and wish you well with the process.

Yours faithfully,

Marais Leenders
Headteacher

NOTES TO APPLICANTS

Brentford School for Girls is committed to the protection and safety of its students and to promoting their welfare. DBS and medical checks will be required from the successful applicant. The school is committed to equal opportunities and welcomes applications regardless of age, gender or ethnicity.

YOUR WRITTEN APPLICATION

We hope that after reading this recruitment information pack you will want to apply for the post advertised.

If you wish to proceed, please complete the application form on our website, together with a supporting statement addressing the personal specification and submit your application to nwebb@brentford.hounslow.sch.uk by midday on Friday 23rd April.

SHORTLISTING

You will be informed if you have been shortlisted by 26th April and interviews will take place 29th April. We will take up two references if you are shortlisted for the post.



ROLE OVERVIEW

NETWORK MANAGER

P05 38-41 £43,860-£46,839 per annum

Are you looking for an exciting new role? Would you like to work with a dynamic ICT team who are aspirational for the achievement of the young women of West London? Would you like to make your impact in a school that is on the cusp of outstanding?

Brentford School for Girls is a vibrant, multi-cultural, comprehensive school providing outstanding education for girls in Hounslow and neighbouring boroughs. The 2019 Ofsted report recognises the strong leadership of the school, the excellent achievement of pupils, and outstanding sense of community within the school. The achievement of the schools' students is regularly within the top 10% of schools in England and as a consequence the school has featured a number of times in the top 100 schools in England.

Alongside our students our staff are our most valuable asset at Brentford School for Girls and we are fully committed to supporting and investing in their wellbeing and professional development. We are seeking to appoint a Network Manager who is self-motivated and committed to personal development and working proactively as part of the wider school team. The individual should have high levels of enthusiasm, always looking to ensure that they are at the forefront of technological developments. They should have the necessary qualifications and experience to manage servers, the network, hardware and software installations to ensure the day to day operation of the system is as smooth as possible. The individual should also be a strategic thinker and be happy to support and train others and be at the forefront of development across the school.

The ideal candidate will:

- Demonstrates high standards of professionalism in their work
- Is passionate about students' learning and keen to see all students aspire to succeed
- Is able to be highly visible, lead by example and bring new ideas and ways of working
- Able to perform under pressure, can multi task and work effectively as part of a team
- Is an outstanding and motivational leader of people
- Can be flexible and adapt quickly to the changing needs within education

Brentford School for Girls is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be appointed subject to satisfactory references and DBS checks.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS NOON
on Friday 23rd April

INTERVIEWS WILL BE HELD on 29th April

START DATE: ASAP



DISCOVER MORE



@brentfordschool



@brentfordschool



@brentfordschoolgirls

WEBSITE: www.brentford.hounslow.sch.uk

PERSONAL SPECIFICATION

ESSENTIAL

Qualifications, Experience and Professional Development

- Degree and or relevant industry qualifications
- At least 3 years providing a minimum of level 2 support
- Support and maintenance of Windows & Linux Servers, including AD, DNS, DHCP, operating across Windows and Linux
- Procurement and supplier management experience
- Have a good sound education background with good literacy and numeracy skills
- Minimum of 2 years' experience within the ICT field

Knowledge and Skills

- Experience within an ICT Support Service environment with good sound knowledge of network technologies
- Experience of supervising and supporting other staff
- Experience using Microsoft Windows and current windows environments and technology behind it
- Experience using and supporting virtual environments based on VMware VSphere ESXi
- Experience using and supporting Microsoft server platforms including SQL Server 2008 and Exchange Server
- Experience configuring and supporting networking systems including managed switches, managed wireless networks, firewall and routers
- Experience supporting Microsoft Office 2007/2010/2016
- Experience using and supporting Capita software i.e. SIMS.net, FMS or any other current finance software
- Experience managing and supporting backup systems
- Experience installing configuring, maintaining and repairing server hardware and software
- Experience of ICT Project Management including design, build and configuration
- Experience of image, video editing and graphics software

Personal Skills and Attributes

- A clear communicator with a diverse client group, adults and young people
- Flexible, efficient and highly organised
- Ability to work accurately and methodically
- Sensitivity and awareness of confidentiality requirements
- Committed to safeguarding the welfare of young people
- Self-motivated and committed to personal development and working proactively as part of wider school team, possessing enthusiasm for technological developments
- Excellent client care skills
- Committed to equal opportunity
- Ability to work effectively within a team and collaborate towards achieving objectives
- Willingness to undertake further training as and when required
- Ability to reach inaccessible areas for installation and maintenance of equipment

DESIRABLE

- IT Qualification or certification i.e. Cisco, Microsoft, Google Classroom, Impero
- Experience of supervision of staff

JOB DESCRIPTION

Job Title	Network Manager
Line Manager	School Business Manager
Line of Management	Assistant Network Manager
Salary Scale	P05 point 38-41, 36 hours per week, full time
Main purpose of the role	- To monitor, manage and plan for changes in the school's ICT resource for safe, effective use by pupils and staff - To define procedures and provide advanced technical support in line with the school's ICT support service definition - To be responsible for keeping appropriate records - To monitor and assist in the management of the school's ICT support service - To ensure that legal and contractual obligations relating to ICT resources, systems and services are met - To liaise and manage external partnerships with companies - To regularly monitor, report and manage the security and safeguarding of all systems and programmes within the school
Specific Duties & General Responsibilities The installation and maintenance of the school's ICT resource	- Desktop and application support - Administrative support of SIMS system - Maintain, upgrade and repair of SIMS modules - Maintain, upgrade and repair a wide range of PCs and peripherals; install applications - Detect, diagnose and resolve PC, peripheral and application errors - Perform advanced diagnosis procedures on PCs, peripherals and applications - Maintain, upgrade and repair the telephone system - Install, maintain, upgrade and support the print server and photocopiers - Set up AV equipment - To ensure filtering takes place via the Impero Software daily and that any concerns are raised with AHT immediately - To keep the IT systems updated and safe



JOB DESCRIPTION (CONTINUED)

Server, network and internal support	• To manage the ICT facilities including: Servers (Windows and Linux), Client stations (Windows, Android, iOS), Laptops, Printers, audio-visual equipment, MDT, Citrix virtualisation platform, Office 365, Supermicro Servers, SAN, Acronis Backup Infrastructure and all other ICT facilities within the school • Domain administration and maintenance of network services such as DHCP, DNS, Active Directory, Group Policy, Google classroom, Impero Pro and MDM • Management of over 1200 domain users and applying best practices for security and safeguarding • Management of the backup system, ensure its effectiveness and DR evaluation. • Install and maintain standard network cabling; perform basis diagnostic and recovery routines on network equipment; configure network clients with appropriate server information and software • Perform routine tasks to maintain user accounts and permissions, including implementing disk space and printer quota policies • Assist the team members as and when required in the maintenance of the school's intranet and website by uploading pages and files, this includes Google Classroom. • Maintain hardware and software on the servers; set disk space, backups and printer quotas; create network shares and manage access rights; monitor system logs • Design and implement network infrastructure to meet the school's requirements • Manage active network components including switches, routers and bridges; install additional servers and upgrade the network operating system; set up disk caches and firewalls; maintain internet filtering systems • Manage and support remote access and VPN • Assist Senior Leadership Team in defining an appropriate support service definition and support arrangements; collate data to inform review processes • Interpret and report external service response data and provisionally assess effectiveness • General desktop support for end users (all software, including Google Classroom, Microsoft Office, SIMS, etc.) • General maintenance of network (including switches/patch panels) • Delivery/installation of printer/photocopier toners • Installing printers • General physical work such as moving/installing computers, printers, switches, etc. • Asset management of all equipment and software and their specification • Organise in-house repairs and service for out of warranty equipment • Organise the environmental disposal of all obsolete equipment in a way compliant with current regulations • Maintaining stock levels (toners, media, cables, etc.) • Diagnosing hardware faults (photocopiers, printers, scanners, gates, tills, telephones, etc.) • Supporting the IT Helpdesk and logging/dealing with calls/e-mails
Health and Safety	• Carry out basic safety checks • Follow relevant H&S procedures and raise awareness among staff, pupils and other users

JOB DESCRIPTION (CONTINUED)

The support and management of the school's ICT service	Configuration and installation - Design and apply simple processes to manage configuration and change within the school; implement a structured approach to rolling out new hardware and software Continuity, maintenance and security - Design and implement the school's backup, virus protection and security procedures, with reference to protecting hardware, data and confidential information Support request management - Record accurately support requests, outcomes and time taken in the support log - Set support priorities, balancing response to support requests with need to follow planned monitoring and maintenance, in the context of staff availability and wider ICT service demands Internal support arrangements and external contracts - Assess needs, define standards of service and recommend internal and external support arrangements and contracts required to deliver an effective ICT service in the school
The development of the school's ICT service	Strategy and planning - Identify software, hardware and working practices required to fulfil functional specifications as defined by school staff - Plan for major developments of the ICT service and project manage their implementation Budget and team responsibilities - Purchase consumables and maintain stocks following school procedures - Manage the ICT support team's workload and priorities; carry out annual performance reviews for other team members and negotiate specific personal development goals



JOB DESCRIPTION (CONTINUED)

Personal qualities

Personal ICT development

- Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities
- Maintain and extend personal expertise in specific areas of ICT to provide appropriate advice and support

Communications

- To advise the Senior Leadership Team member with responsibility for ICT of emerging technologies as appropriate
- Support staff and pupils in the use of ICT resources through direct interaction and by producing simple help sheets
- Liaise with senior school staff and negotiate with suppliers and external contractors
- Conduct training on appropriate use of ICT resources; document systems and procedures

Educational awareness

- Read online and published materials about the educational use of ICT; attend relevant meetings

Line management

- Line manage Assistant Network Manager, carry out performance management and provide additional training and support as appropriate



PERSONAL AND PROFESSIONAL CONDUCT

- Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position
 - Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions
 - Show tolerance of and respect for the rights of others
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.



WORKING AT BRENTFORD SCHOOL

Benefits of joining our school community

The recruitment of excellent staff is always a key priority for us at Brentford School for Girls. The school has the highest professional standards and a welcoming and supportive team. We hope that you will want to join us.

- Competitive pay and benefits for all staff
- Occupational pension scheme
- Flexible working opportunities
- Extensive professional development opportunities
- 9 days October half term
- Professional Thursdays – whole school meetings and events only on Thursdays
- Free tea and coffee
- Extensive leadership opportunities
- Generous PPA allowances
- Programme for all new staff joining the school
- Christmas shopping day fantastic students and friendly staff
- Vibrant social committee organising social events
- Fruit Fridays
- Free breakfast and lunch on inset days
- Validium – wellbeing scheme for all staff – counselling/financial advice

BRENTFORD SCHOOL FOR GIRLS

5 Boston Manor Road, Middlesex, TW8 0PG

Telephone number: 0208 568 2093

Email: general@brentford.hounslow.sch.uk

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