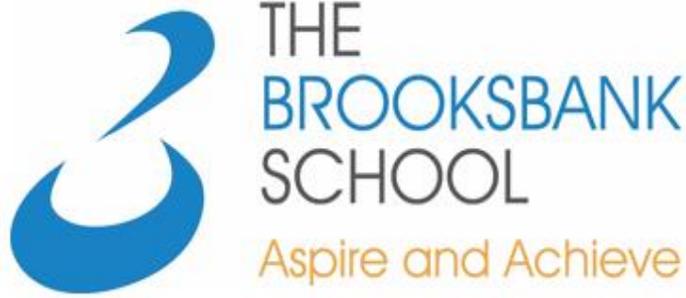


The Brooksbank School

Candidate Information Pack ICT manager



The Brooksbank School
Victoria Road
Elland
West Yorkshire
HX5 0QG

Headteacher: Mr Andrew Taylor

Tel: 01422 374791

Email: jdonlon@bbs.calderdale.sch.uk

Web site: www.bbs.calderdale.sch.uk

Welcome from the Headteacher

Vision Statement

Our aim at Brooksbank is to provide an outstanding educational experience for every one of our students. We take a holistic approach towards developing talented and personable young people, so that they will go on to live happy and successful lives, contribute positively to society and forge rewarding and successful careers.

This is underpinned by our vision for all students to:

Aspire and Achieve

The principles of our vision are:

- Develop as talented and personable young people who will go on to live happy and successful lives, contribute positively to society and forge rewarding and successful careers
- Be equipped with the knowledge and skills required to play an active and successful role in a highly competitive and fast-changing 21st Century world
- Participate in the widest possible range of exciting learning opportunities which maximise students' potential
- Encounter a culture where every student is encouraged and supported and their learning and achievements are celebrated
- Experience equality of opportunity for all and know that they can overcome any barriers

Information

Thank you for your interest in the ICT Manager vacancy at The Brooksbank School.

Within this pack you will find information about the post and the school as well as an application form.

If you would like to be considered for the post please fill in the enclosed application form in full and send us a letter of application, no more than 2 sides (Arial 11pt), outlining your relevant experience to date and the contribution you feel you could make to our school and our partners.

Please be assured that we take time to read and consider all applications we receive. However, due to the large number of applications we are currently receiving it is not possible to give feedback to candidates who have not been shortlisted.

ICT Manager Role

The ICT Manager is responsible for the day-to-day delivery of ICT services to the school and the ongoing development of ICT systems and processes as part of the school's ICT strategy.

The ICT Manager will manage the ICT team as well as manage the ICT relationship between the School / partnerships and teaching staff, support staff, pupils, parents and Governors.

Closing date: Friday 23rd April at 12 noon
Interviews will be held: W/C 3rd May.

Completed application forms should be returned to: jdonlon@bbs.calderdale.sch.uk



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The Advert

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ICT Manager

Remuneration: £30,451 - £32,910 (Scale point 26 to 29)

The Brooksbank School is a large, popular and successful comprehensive school and specialist Sports College. It is a popular and oversubscribed 11 to 18 co-educational school with over 1,800 students on role. The Brooksbank School was judged as a GOOD school by OFSTED in 2016. We continue to be a forward thinking and outward facing school and are recognised for the excellent practice being undertaken.

Our success with regard to our exam results improved last year and student outcomes, reflecting the hard work of both the students and staff alike were some of the best for several years. This gave everyone (students and staff alike) an immense pride in what we, the Brooksbank family have managed to achieve together.

We are looking to appoint an outstanding professional to join this well established, popular and successful school that offers its students a quality education and is looking to enhance this further through the development of its ICT infrastructure, resources and wider partnership links.

We are looking for a person who can demonstrate the following:

- A person with a passion for innovation and providing an ICT service to benefit schools and their staff
- A person who is able to introduce systems and processes which positively impact on the outcomes of students
- A person who demonstrates a keen awareness and experience of for example: IT security, GDPR and development of Office 365 applications, including Sharepoint
- A person who fully understands the importance of systems integration in schools
- Can deliver high quality ICT training to all staff to impact ICT skills across the school
- A person who understands what is required by schools and their staff in the classroom to support and improve the quality of Teaching and Learning
- A dedicated colleague who is keen to make a significant contribution to raising the attainment and progress of their students further and to producing successful, independent learners for the future.

For further details and an information pack please visit the school website. www.bbs.calderdale.sch.uk

Closing date: Friday 23rd April at 12 noon

Interviews will be held: W/C 3rd May.

Note: Applications will only be considered on the school's application form from individuals, third party introductions will not be accepted.

School and Local Information

The Brooksbank School is the largest comprehensive secondary school in Calderdale with over 1,800 students currently on roll including over 300 in the Sixth Form. The school is popular with parents and is heavily oversubscribed.

Elland is situated in Calderdale and neighboured by the towns of Halifax and Huddersfield. It is conveniently placed for access to the M62 and lies within 15 miles of Leeds and 20 miles of Manchester. Some of the most attractive countryside in Britain – the Yorkshire Dales – is but a short distance way, whilst the Lakes, Peak District and North Yorkshire Moors are also easily accessible.

We became an Academy in October 2011 having previously been a grant maintained and then foundation school. The Academy Trust owns the site and buildings and employs the staff. The school employs over 110 teaching staff and a further 70 support staff to enable the successful delivery of a comprehensive and differentiated curriculum to ensure that all our students aspire and achieve.

Departments are well resourced for running expenses with a further opportunity to bid for extra funds for special projects. Every classroom has access to an interactive whiteboard and there are over 1,600 PCs/laptops across the campus.

We have a large campus with sufficient specialist accommodation to teach all subjects in their own dedicated areas. Recently we have added a new post-16 art facility as well as investing in dining and student social areas. In addition we have excellent sports facilities including a four-court sports hall, fitness suite, two gyms, a dance studio and a number of football and rugby pitches. A new sports park has recently been developed which includes a closed track for cycle training and youth racing and we have recently opened a brand new 3G (artificial grass) football and rugby pitch. Our campus is used outside school hours by many community groups throughout the year. School staff have free access to the fitness suite before and after school.

The Brooksbank School was also a founder and is a current member of the Valley Learning Partnership. The Valley Learning is a Strategic Learning Partnership created to formalise collaboration between groups of schools in Calderdale and neighbouring areas. The work of Valley Learning Partnership falls into three broad categories:

- School Improvement
- Staff training and development
- Business and efficiency

This may be an opportunity area for the successful candidate to strengthen, develop and enhance over time.

Further information about the school including main school and Sixth Form prospectus may be found on the school website at www.bbs.calderdale.sch.uk

Job Description

ICT manager

Grade: Scale point 26 – 29 (£30,451 to £32,910)

Responsible to – Director of Finance and Resources

Job purpose

The ICT Network Manager is responsible for:

- Working with their line manager and the senior leadership team to develop and maintain high quality ICT networks and systems, which are regularly reviewed to ensure that the school's needs are met.
- All aspects of hardware and software including installation, operation, upgrades, repair and replacement.
- Securely maintaining information held on the school's database system/s including archive files and historical data.
- Providing technical advice, training and assistance in ICT related matters to staff and students.
- The line management of all ICT technicians and any other staff falling under her/his remit including their induction, training and appraisal.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.
- Working with Director of Finance and Resources, external contractors/companies to support the ICT infrastructure and implement specific projects.
- The oversight of server configuration/backups, server/Office 365 patching, network/wifi review, IT security review will be led by an external company.
- Input to the ICT strategy for the school, working with the Director of Finance and Resources.

Duties and responsibilities

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher and her/his line manager. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Job specification

Operational

- Establish and maintain good relationships with all students, colleagues and other professionals.
- Organise and monitor the workloads of ICT technicians and any other staff falling under this post holder's remit to meet departmental needs including cover for absences, delegating tasks appropriately.
- Manage and assist in the operation of the school's information and communication networks.
- Advise and assist on hardware and software issues within the school including any ICT developments, relevant bids and identification of suppliers.
- Regularly monitor and review the performance of suppliers against contracts and service level agreements.
- Monitor the performance of hardware, software and networks and report as required.

- Development of the use of Office 365, including Sharepoint and Teams within the school for support staff and for teaching and learning.
- Maintain and update plans and drawings of locations of equipment, switches, cabling etc.
- Co-ordinate the provision of live operational scheduling and monitoring as required, including integrity checking for archive/back-up data, data export for networks and other regular housekeeping and maintenance procedures.
- Ensure security of work on the network by maintaining a regular programme setting and monitoring access levels of all users, and ensuring that anti-virus software, systems and procedures are in place.
- Manage and maintain accurate and up to date inventories and records of all ICT hardware and software on site including signing resources out/in to staff, for example, laptops and digital projectors.
- Ensure that appropriate records are maintained and that these are checked on a regular basis.
- Manage, in liaison with line manager and SLT, the project planning of ICT developments by establishing required development/resourcing plans as required.
- Leading on operational GDPR matters, including compliance reviews, security and archiving.
- Ensure that the school's website is maintained and updated as required.
- Monitor and manage the use of the internet within the school and report issues.
- Manage staff and student accounts and where necessary add new members of the school community and organise the archiving of user materials from school leavers before removal of their user accounts.
- Establish contingency plans in case of emergencies including power cuts, system faults and equipment damage.

Leadership and management

- Management of the ICT team, including appraisals, training and development.

Administrative

- Undertake and ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Manage stocktakes of all resources and equipment and ensure inventories are kept up to date.

General

- Attend parents' evenings, open days, school events and meetings as required.
- Manage budgets for ICT and ensure that financial procedures such as placing purchase orders and authorising invoices for payment are complied with.
- Be responsible for the effective management of budgets within remit and negotiate value for money with contractors and suppliers.
- Ensure the schools secures value for money in procuring ICT goods and services, including managing supplier performance.
- Arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- Keep abreast of developments, current initiatives and changes in the ICT field and communicate to staff as appropriate.
- Support the headteacher and line manager in advising the governing body and its committees as appropriate.
- Implement, in conjunction with appropriate staff and members of the SLT, all health and safety procedures and requirements.

Person specification

ICT MANAGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics. ICT related qualifications. Evidence of successfully managing ICT network/s, hardware and software functions in order to support the day-to-day operation of an organisation. Experience of managing change and implementing new systems/procedures/controls. Experience in the line management of staff. 	<ul style="list-style-type: none"> Further or higher education qualifications relevant to the field. Experience of website design and maintenance. Experience of training staff in ICT. Experience of working in a school or similar establishment. Customer service or Help Desk support experience. Certification in MCITP, MCSE, CCNA or equivalent. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Essential	Desirable	Evidence
Knowledge and skills:		
<ul style="list-style-type: none"> Able to lead, develop and motivate a team of staff, delegating duties as required Ability to work constructively as part of a team Ability to improve own practice / knowledge through self-evaluation and learning opportunities Ability to absorb and understand a wide range of information Very good analytical and problem solving skills Good standard of numeracy and literacy skills Good verbal and written communication skills Significant working knowledge of a range of ICT software, hardware and other resources including servers, router and switches. Significant knowledge of Sharepoint, Teams and Office 365 development Experience of working with Active Directory and Group Policy 	<ul style="list-style-type: none"> Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. concerning licences and data protection Experience of working with SIMS or BromCom Knowledge of TCP/IP and firewalls Microsoft PowerApps, Power Automate SQL, PowerBI, other reporting tools PowerShell Programming languages: C, Python, Visual Basic, JavaScript 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

<ul style="list-style-type: none"> • Thorough understanding of networks, LAN, WLAN, VPN and Internet topologies • Experience in running a Microsoft based network running a Virtual Platform • Technical knowledge of operating systems which include Windows7/10 and Server 2008 to 2016 and Mac OS • Knowledge of GDPR requirements and ICT security • Managing and monitoring a budget, and providing required reports 		
Essential	Desirable	Evidence
Personal qualities:		
<ul style="list-style-type: none"> • Ability to show initiative and to prioritise one's own work and that of others even when under pressure • Able to work flexibly to meet deadlines and respond to unplanned situations • Highly organised and focused on continuous improvement • Desire to enhance and develop own and others skills and knowledge through CPD • Ability to reach and bend, and to carry out some heavy lifting/moving of equipment. • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the school's ethos, aims and its whole community 		<p>Application form Letter of application References Interviews</p>