

HumberEducationTrust



Network & System Administrator

Vacancy Information

HumberEducationTrust

Where everybody counts, every moment matters.

We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a

school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer





NETWORK & SYSTEM ADMINISTRATOR

Salary Range: Grade 7 £30,296 - £33,024
Hours of work: 37 hours per week
Contract: Permanent, All year
Start date: ASAP
Responsible to: ICT Systems Manager

Humber Education Trust Support Team

Humber Education Trust is seeking an exceptional candidate to join our forward-thinking organisation as a Network & System Administrator within our technical support team.

The role works closely with school staff to monitor, manage and plan for changes in our schools' ICT resource, ensuring safe, effective use by pupils and staff. Responsibility also includes providing technical support in line with the schools' ICT support strategy, ensuring the Trust network and virtual infrastructure is available at all times for staff and pupils. You will work closely with the ICT Systems Manager and the HET ICT Strategy Service, supporting more than one HET school.

The successful applicant must have an ICT A Level/BTEC/NVQ L3 or equivalent qualification, proven experience in a similar/relevant role and experience of implementing system security procedures.

Our Network and System Administrator will join us at HET Central Team as we expand our capacity to support our family of schools. The Trust has flourished from our original 11 schools in 2017 to our current 17.

Are you an enthusiastic person who wants to ensure our school communities receive the best IT support service? Are you tenacious with a methodical approach to resolving technical issues and have strong knowledge of ICT & infrastructures to support our pupils' learning experience?

Then we need you to play a key role in ensuring our Trust delivers operational excellence in all matters relating to our ICT schools' resource.

This is your opportunity to make a real difference.

For an informal discussion regarding the post, please contact Nina Siddle, Chief Financial & Operating Officer, on 01482 755674 or via recruitment@het.academy

Visits to the Trust are welcomed and can be arranged via Lynn Cawood, Executive Assistant, Tel: 01482 755674. Further information about the Trust can be found on our website www.humbereducationtrust.co.uk

HOW TO APPLY:

Please complete an [application form](#) and submit via our ETeach careers page. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.



**Closing date for completed applications:
8am, Monday 3 June 2024**

Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach.

Professional standards detail responsibilities and expectations of our job roles. The enclosed generic role specification is offered in good faith as a guide to professional practice.

We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism. All role specifications are subject to change to adapt with circumstances. Additional duties may be asked of our staff if necessary.

If you believe you are the right person for our role then we would love to hear from you.



Nina Siddle
Chief Financial & Operating Officer
Humber Education Trust



JOB DESCRIPTION

SCHOOL: Various Schools

GRADE: Grade 7

EVALUATION DATE: 28 April 2020

JE NUMBER: HET46

DIGNITY AT WORK: To show, at all times, a personal commitment to all pupils and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy.

PURPOSE: To monitor, manage and plan for changes in the schools' ICT resource for safe, effective use by pupils and staff. To define procedures and provide advanced technical support in line with the schools' ICT support service definition. To be responsible for keeping appropriate records. To ensure that legal and contractual obligations relating to ICT resources, systems and services are met. Back up all vital data for ALL schools supported.

PRINCIPAL ACCOUNTABILITIES:

- | | |
|----|---|
| 1. | To promote and safeguard the welfare of children and young people. |
| 2. | <p>Server & Network Support</p> <ul style="list-style-type: none"> • Install and set configuration options for equipment such as switches, routers wireless access points. • Maintain IP address scheme on the network with the use of DHCP and static IP addresses where appropriate. • Manage active network components including switches, routers and wireless access points; install additional servers and upgrade the network operating system; set up disk caches and firewalls; maintain Internet filtering systems. • Manage remote access to the school's network. • Manage collection of, appropriate access to and storage of relevant asset and configuration data. • Maintain, upgrade and repair a wide range of PCs, servers and peripherals; install complete applications. • Maintain MS Active Directory in accordance with other Trust schools • Installation/Configuration of SIMS.net and other MIS applications • Contribute to the development proposals for the smooth running of ICT in schools. • Tests new programmes and assesses compatibility with existing programmes, databases and files, to achieve effectiveness, and reports on implications of changes. • Is familiar with and troubleshooting and installation of hardware and software including Google, Windows applications and Microsoft Office. • Prepares and writes system operation guidance and manuals, and provides support and training for staff in the use of hardware and software. |

JOB DESCRIPTION

	<ul style="list-style-type: none"> • In line with Trust policy, develops system security procedures including access and retrieval mechanisms. • Maintains and updates ICT records including serial numbers, inventories, software, licences and guarantees for departments using the Trust Asset Management software. • Monitors and records use, breakdown, breakages and security of equipment and arranges collection, packaging and repair of equipment. • Maintains stock of basic ancillary equipment e.g. printer leads, printer consumables including paper, computer cards, bulbs, tapes and batteries to meet requirements and requisitions and monitors supply and usage. • Assembles units of hardware, installs software and assists in installation of computer codes. • Maintains library of hardware/software in departments. • Suggests improvements and purchasing to upgrade or improve departments use of ICT.
3.	Develop a maintenance schedule; manage efficient implementation of backup, virus protection and security procedures, including data protection policies.
4.	Responsible for the management of infrastructure installations in the schools, to ensure it is timely and running efficiently. Installations are planned around school closures and must be managed effectively so as to maintain the efficiency of each school.
5.	Set support priorities, balancing response to support requests with need to follow planned monitoring and maintenance, in the context of availability and wider ICT service demands.
6.	<p>Internal Support Arrangements & External Contracts:</p> <ul style="list-style-type: none"> • Work to the school's support service definition and note problems in maintaining service levels; track external support calls and report performance of external contracts. • Assist school managers in defining an appropriate support service definition and support arrangements; collate data to inform review processes. • Respond to support requests according to school procedures, recording detailed diagnostic information and using appropriate knowledge bases/logs to inform diagnosis and resolution. Determine whether an immediate solution is both required and possible; ensure steps are taken to find a permanent solution if not immediately possible. • Interpret and report external service response data and provisionally assess effectiveness. Report on and monitor progress against agreed service levels (both internal and external); review contractual arrangements and address strengths and weaknesses.
7.	Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.
8.	Read online and published materials about the educational use of ICT; attend relevant meetings.
9.	The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.</p>	

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1.	The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
2.	The postholder must be flexible to ensure the operational needs of the site are met. This includes the undertaking of duties of a similar nature and responsibility as and when require, throughout various work places in the building.
3.	The postholder is expected to promote the school's Equal Opportunities Policy.
4.	The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. It is, therefore, the postholder's responsibility to take reasonable care for the health, safety and welfare of themselves and other employees. In accordance with legislation and the schools Health and Safety Policy.
5.	Where the postholder is disabled every effort will be made to supply all necessary employment aids, equipment or adaptations to enable them to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

DIMENSIONS:

1. Responsibility for Staff

No direct responsibility for staff.

2. Responsibility for Customers/Clients

Teaching staff - to ensure training and support is available. Ensure infrastructure is maintained and sustainable.

Pupils - the postholder provides infrastructure support to pupils within the school.

Parents - in relation to education progress (ICT sustainability) therefore impacting upon pupil progress.

3. Responsibility for Budgets

No direct responsibility for budgets.

In liaison with Trust ICT Strategy Support Service, School Business Manager and Headteacher in each school.

Support the full range of financial planning for ICT, including purchase of larger items, and help to estimate future budget requirements.

Support the schools in their 3-year ICT rolling programme in relation to their financial planning – ensure their infrastructure is maintained and prioritise in their budgets.

4. Responsibility for Physical Resources

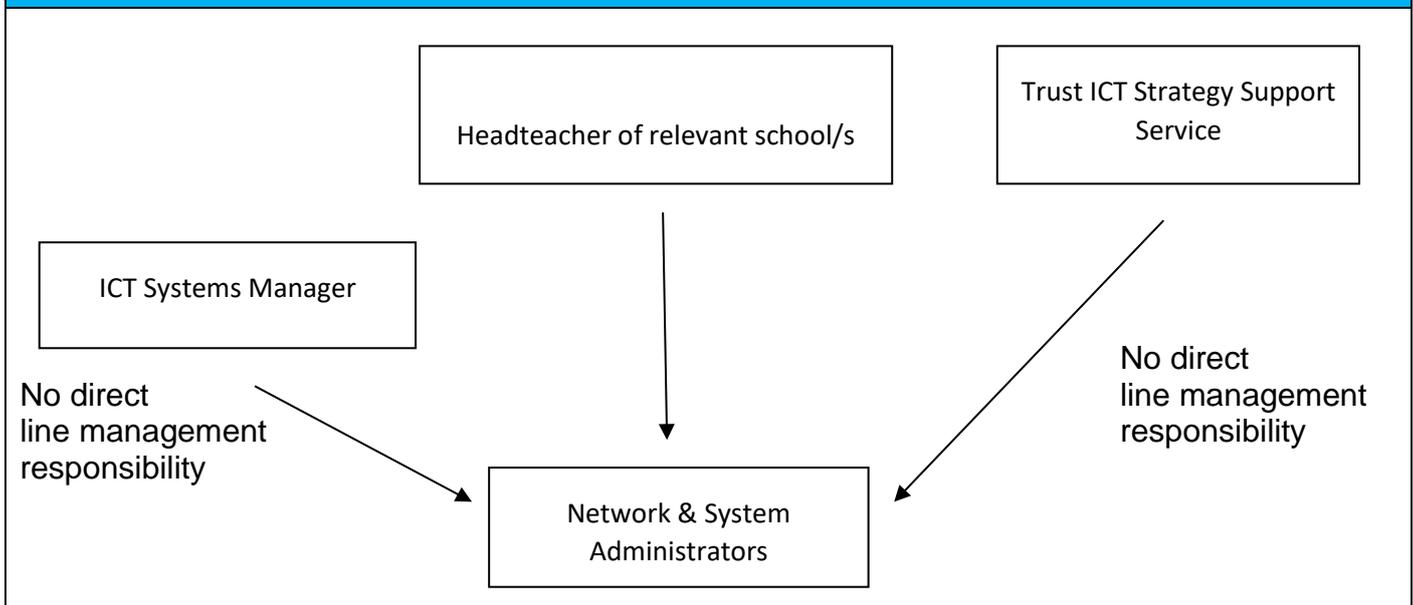
In liaison with the Trust ICT Strategy Support service and ICT Technical Lead Officer - maintain all IT equipment including Interactive White Boards, Touch screens, Projectors, PCs, laptops, routers, switches and Wireless Access Points.

JOB DESCRIPTION

WORKING RELATIONSHIPS

- 1. Within Schools:**
Headteachers, teaching and support staff
- 2. Within the Trust:**
ICT Technical Lead
- 3. With External Bodies to the Trust:**
Trust ICT Strategy Support Service
Suppliers and external contractors

ORGANISATION CHART



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day environment).			✓				Willing to work a flexible schedule. Medium level i.e. movement of hardware and logistics of premises.

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WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day environment).		✓					Ability to travel across sites
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					Minimal emotional demands

Notes

This job description may be amended at any time in consultation with the postholder.

I have read and accept the role of Network & System Administrator.

Name:

Signed:

Date:



PERSON SPECIFICATION

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation				
1.	Qualifications:			
	ICT Qualification - Level 3+ in ICT or equivalent		✓	AF
	5 GCSE's A-C including maths and English (or equivalent)		✓	AF
	Safeguarding Level 1		✓	AF
2.	Relevant Experience:			
	Proven experience in a similar recent/relevant role	✓		AF
	Experience of quality assurance techniques		✓	AF/I
	Experience in the main software discipline (spreadsheets, database, word processing)	✓		AF/I
	Experience of developing system security procedures	✓		AF/I
	Experience of training staff		✓	I/R
3.	Skills (including thinking challenge/mental demands):			
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and/or vulnerable adults	✓		I
	Advanced internet skills	✓		AF/I
	Able to install and problem solve software issues on a network	✓		AF/I
	Ability to deal with difficult situations in a calm and diplomatic manner	✓		I/R
	Good organisational skills	✓		I/R
	Good literacy/numeracy skills	✓		AF/R
	Ability to work unsupervised	✓		R
	Ability to use initiative, manage conflicting workload and deal with unexpected new problems	✓		I/R
	Negotiation skills	✓		I/R
	Good diagnostic skills	✓		I/R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		I
	Up to date knowledge of data protection procedures	✓		AF/I
	MS Active Directory Compliant - aware of domain controllers and their role on the network,	✓		AF/I
	In depth knowledge of personal computers and software	✓		AF/I
	An understanding of the structure and operation of a school environment.	✓	✓	I
	Knowledge and experience of a wide range of ICT strategies/techniques to assist pupils		✓	I/R
	Basic knowledge of SQL server	✓		AF/I
	Knowledge of protocols such as IP, DHCP and DNS	✓		AF/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		AF/I/R

PERSON SPECIFICATION

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	Ability to disseminate information in a clear and concise manner	✓		I/R
	Listening skills	✓		I/R
	Excellent verbal communication skills with the ability to speak to a wide range of audiences	✓		I/R
Written Skills:				
	Good written skills - the post-holder is required to produce system operation guidance and manuals, and provides support and training for staff in the use of hardware and software.	✓		AF/R
6.	Other:			
	Supportive ethos of the learning environment	✓		I/R
	Maintains high levels of confidentiality at all times	✓		AF/R
	Ability to present a professional image of the school	✓		I/R
	Commitment to staff's and own personal development.	✓		AF/I
	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	✓		I/R
	Strives for excellence and ways to improve their own performance and the performance of the school	✓		I/R
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Competencies:			
	The competencies listed below are all essential requirements for working at HET Schools in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form.			
	Leading forward	✓		I
	Improving services	✓		I
	Analysis and decision making	✓		I
	Making things happen	✓		I
	Communicating with impact	✓		I
	Collaboration	✓		I
	Developing self and others	✓		I
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure



Work for

Humber Education Trust

We value our employees

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students