

DOVER COLLEGE



Network Manager
June 2021

Candidate Information Pack




DOVER
COLLEGE

Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individuality.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

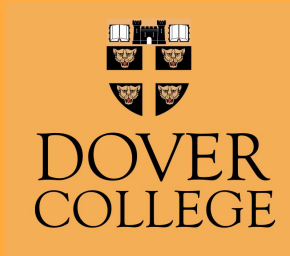
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





NETWORK MANAGER

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

An opportunity has arisen for an experienced Network Manager to join our team. Following a period of significant investment in infrastructure and educational technology, this is an exciting opportunity to lead the next phase of ICT development at the College.

We are looking for someone who can think strategically, has a very high level of technical expertise and who will deliver an outstanding level of customer service to our staff and pupils. The successful applicant will be an excellent manager and team player.

This is a full time role, 40 hours per week, with 26 days of holiday entitlement, plus bank holidays. A range of other employee benefits are included. Salary dependent on experience but in the range of £28k - £32k p/a.

An application form can be downloaded from our website. Completed application forms should be accompanied by a covering letter and CV, and sent to hr@dovercollege.org.uk.

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and an enhanced DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 7th May 2021*

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: SF/SG	REF: NETWORK MANAGER
APPROVED: SF	REVISION: A DATE: April 2021

JOB PROFILE

REPORTING TO: Bursar

PURPOSE OF JOB: To lead on the strategic development and day to day running of the College's ICT provision.

KEY RESPONSIBILITIES

The list of duties below should not be regarded as exclusive or exhaustive. There will be other duties and responsibilities associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably required.

STRATEGIC

- Work with the College's SLT on ICT strategic planning;
- Take overall responsibility for the management and development of the ICT network, liaising with key staff to ensure that ICT services meet curriculum and administrative needs;
- Investigate and support the development and implementation of ICT, including e-learning;
- Maintain an overall view of the capabilities of the College's ICT services and contribute to continuous improvement to meet future need to ensure competent and forward thinking management of ICT;
- Keep abreast of new technological developments in ICT, presenting proposals and recommendations to SLT and others;
- Plan for major developments of the ICT service and project manage their implementation, working with third party contractors as appropriate.

OPERATIONAL

- Manage the College's network infrastructure, servers, workstations and other connected devices to ensure that a high performing and secure provision is in place;
- Oversee the technical operation of the College's Management Information System (currently iSAMS);
- Ensure a high standard of customer service is offered to staff, pupils, parents and others with regards to ICT support;

KEY RESPONSIBILITIES (CONTINUED)

OPERATIONAL (CONTINUED)

- Perform appropriate 'housekeeping' and regular maintenance of the hardware and software;
- As required, resolve any hardware or software failures;
- Manage the ICT helpdesk system, ensuring that all reported issues are addressed in a timely and appropriate fashion as appropriate to their importance;
- Ensure that regular backup protocols are operational;
- Ensure the integrity and security of the network is maintained at all times, including ensuring that a full disaster recovery programme is in place;
- Manage all systems of electronic communication and access for pupils and staff on the school network, ensuring security of data and appropriate access to systems;
- Perform regular network security checks, where applicable working with third party contractors;
- Comply with and assist with the development of policies and procedures relating to health, safety and security, confidentiality and data protection, investigating issues and making recommendations to school management;
- Assist the Bursar in maintain the College's overall compliance with GDPR and other legislation, ensuring that the College acts responsibly with respect to copyright, computer misuse and data protection.

BUDGET AND LINE MANAGEMENT

- Contribute to the ICT budget planning process to ensure the most effective and efficient use of available funds;
- Provide advice to staff on the ordering of equipment and software, deal with suppliers regarding ICT related business, lead on the tendering process for ICT related products and manage the ICT budget economically;
- Line manage the Network Technician to ensure that duties are carried out effectively, providing support, guidance and training as appropriate.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Relevant qualifications and/or experience in an ICT related discipline; • Extensive knowledge and experience of managing a Windows based network; • At least three years of experience of managing, installing, configuring and maintaining hardware and software, and troubleshooting in a network environment; • A proven track record of providing outstanding customer service; • A solutions-focussed approach to tasks with proven and effective problem solving abilities; • Excellent knowledge of ICT initiatives and developments; • Excellent working knowledge of the range of relevant policies and awareness of relevant legislation, including those relating to compliance with GDPR; • Experience of budget planning and management; • Experience of strategic planning and project management of major ICT initiatives; • The ability to provide SLT with technical and specialist information, so as to influence school policy on such matters; 	<ul style="list-style-type: none"> • Experience of Network Management in a school context; • Awareness of technological developments relating to education and their application in a school context; • Experience of managing Apple Mac networks; • Experience of managing iPad deployments; • Experience of managing a MIS (management information system); • Knowledge of the Google Suite for Education;

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