

The Salterns Academy Trust
c/o Admiral Lord Nelson School
Dundas Lane
Portsmouth
PO3 5XT

Tel: 023 9236 4536
Email: recruitment@alns.co.uk

CEO: Nys Hardingham

Trust Network Manager

Salary: Band 10 (£36,370 - £40,578 full time equivalent)

Contract: Permanent

Hours: 37 hours per week/52 weeks per year

Candidate applications will be screened on receipt and applicants will be called for interview if their application is of interest. The vacancy will be withdrawn as soon as a suitable candidate is identified.

Start date: As soon as possible

Closing date: Noon on Friday 14th October 2022

Interviews held: As soon as possible after the closing date

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- *All unspent convictions and conditional cautions.*
- *All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).*
- *If you have been barred from working with Children and/or Adults at risk.*

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28 November 2020 as follows:

- *warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate*
- *the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.*

28th September 2022

Dear Prospective colleague,

Thank you for your interest in working at the Salterns Academy Trust. Please find included in this letter details of the post together with information about both schools within our trust!

Salterns Academy Trust provides an excellent education for every student in each school within the trust, remaining centred in the heart of its community. The Trust operates two schools for students aged 11-16 in the North Island area of Portsmouth. Our schools, Admiral Lord Nelson School and Trafalgar School, provide excellent, inclusive education for over 2200 students. Both schools are growing, and the Trust expects its capacity to increase to over 2300 students in the next two years.

Admiral Lord Nelson School has a national reputation for being a truly inclusive school with excellent standards and principled curriculum design; it has a deep-rooted and longstanding commitment to being a UNICEF Rights Respecting School. This is a genuinely exciting school to be part of, morally driven by its core values of inclusivity, wellbeing, and high expectations.

Trafalgar School is a calm, friendly and nurturing learning environment with positive relationships that are fostered between students, staff, and parents. It works hard to ensure its students' experience is founded on its five core values which were identified and defined by its students and are also linked to the articles of the United Nations Convention of the Rights of the Child (UNCRC): aspiration, community, inclusion, resilience, and respect.

Working across the Trust and within both schools, we are looking to recruit an experienced and professional leader of all aspects of the ICT function to become our Trust Network Manager. The post offers a unique and exciting opportunity for an ambitious, enthusiastic professional to take on a senior leadership role within our growing Trust.

The post holder will be required to drive strategic direction within the technology operation of the Trust and ensure the high-quality delivery of front-line IT support for students and staff. Therefore, exceptional interpersonal skills, attention to detail, a solution-focussed approach, high levels of initiative, flexibility, the ability to multitask and work under pressure are all essential qualities for this role. Generosity of spirit and a sense of fun will also help!

The full job description can be viewed on pages 3-5.

Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

If you are interested in joining our incredible team, we'd love to hear from you!

Informal visits from those who are interested in finding out more about the role are welcomed; please contact our CEO, Nys Hardingham, on admin@alns.co.uk if you would like to arrange a visit.

To apply, please complete the application form that can be found on the Salterns trust website www.salternstrust.co.uk/vacancies or the ALNS school website www.alns.co.uk/vacancies.

Applications must be submitted to recruitment@alns.co.uk by **midday on Friday 14th October 2022**. We encourage early applications and will withdraw this vacancy when a suitable candidate is identified.

Trust Network Manager

Salary: Pay Band 10 - £36,370 to £40,578

Hours: 37 hours per week, 52 weeks per annum

Contract type: Permanent

Reporting to: Trust Chief Operating Officer

Responsible for: IT Services Team in each Trust school

Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and their colleagues' professional development.

Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people; and we expect all our staff to prioritise this responsibility.

Salterns Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Key purpose

The Trust Network Manager is responsible for the strategic development and management of the trust's ICT infrastructure and support services, including:

- Day-to-day management of ICT support for the trust and its schools
- Strategic development of ICT capacity, ensuring the trust's resources and services are fit for purpose and support future development
- Oversight of all aspects of implementation plans for development of ICT resources
- Maintaining the cyber-security of Salterns Academy Trust

Accountabilities

Strategic planning and leadership

The Trust Network Manager will be accountable for developing and implementing an ICT strategy that serves the trust's current needs and supports its future development.

They will:

- Develop a long-term strategic plan for ICT resources and services across the trust that supports the trust's wider strategic planning, vision and aims
- Contribute to the trust's business planning and risk management exercises, including taking action to mitigate risks where necessary, with a particular focus on cyber-security risks
- Support the development of the trust's business continuity plans, advising on issues related to ICT

- Develop, implement, and monitor relevant policies, including those on digital education platforms, remote access, cloud storage, ICT networks, cyber-security, ICT asset management and secure disposal
- Advise trust and school leaders on all aspects of ICT strategy and management, supporting effective leadership at all levels of trust operations
- Keep up to date on developments in technology for the education sector, alerting trust and school leaders to developments that could support their work
- Develop and maintain strong relationships with relevant external organisations
- Work with other trust leaders, school leaders and the school IT services teams to develop and extend ICT knowledge and capabilities across the trust
- Manage the trust's ICT support teams in schools, taking responsibility for their professional development and performance management

ICT resource and service management

The Trust Network Manager will be accountable for managing the trust's ICT resources, and for overseeing the delivery of a high-quality ICT support service.

They will:

- Develop and implement an asset management system for ICT resource, including maintaining an accurate inventory of equipment
- Keep accurate records related to the purchase or loan of ICT resources, including records related to warranties
- Plan, implement and record changes to hardware and software resources as required
- Oversee procurement processes for ICT resources, ensuring these achieve value for money
- Maintains accountability for ensuring capital and revenue expenditure remains within allocated ICT budgets
- Oversee the maintenance of ICT resources, including ensuring appropriate disposal of ICT assets when necessary
- Manage health and safety issues related to ICT, including doing risk assessments and ensuring regular electrical testing
- Oversee all the trust's management information systems, including user permissions, training and support
- Manage access to the trust's ICT network, creating user accounts and ensuring appropriate access rights in line with the trust's policies
- Take responsibility for the security of the trust's ICT systems, including ensuring appropriate anti-virus and encryption measures are in place
- Work with the trust's data protection officer to ensure that the trust's ICT systems reflect appropriate data protection measures and good practice
- Manage the trust's contracts and service level agreements for any outsourced ICT support and services, including ensuring that contracts achieve value for money and standards of service quality are high
- Manage relationships with the trust's external suppliers and contractors

- Oversee a system for responding to support requests in schools that records ICT casework information, and enables the analysis and reporting on support requests to support continued improvement
- Responsible for ensuring the Trust's website and the school websites function effectively and securely
- To provide operational support when required for trust and school events which fall outside of usual working hours
- To provide operational support when required in our schools to cover for annual leave or sickness

Additional expectations

- To establish and maintain positive, professional relationships with students, staff, and parents in our trust schools.
- To become a role model for relational practice at every opportunity, in meetings and communications, with governors, trustees and external partners, modelling the strong, inclusive ethos of our trust.
- To participate fully in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, proactively identifying own development needs.
- To participate in the Personal Development curriculum for students in our schools, leading and supporting events as required.
- At the discretion of the Chief Executive Officer, to undertake other activities from time to time agreed to be consistent with the nature of the role.

Notes:

The duties and responsibilities listed above are indicative activities the Trust Network Manager will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional duties and responsibilities appropriate to the role as they arise.

This job description is subject to annual review and/or change at other times in response to identified needs.