

IT MANAGER

Permanent Contract - Full-time

Required for: As soon as possible



“The central aim of Dene Magna is that every learner shall achieve their maximum potential and enjoy the process”



Part of the Forest of Dean Trust (April 2020)



Dear Candidate

IT Manager

Firstly, I would like to take this opportunity to thank you for taking an interest in working for the Forest of Dean Trust as a key member of the team, based at Dene Magna School in Mitcheldean.

Our school aim is "That each and every learner shall achieve their maximum potential and enjoy the process." and we are very proud of our school. As well as being an Outstanding, successful, oversubscribed and high achieving 11-18 school, Dene Magna has character, personality and soul. We are the founding member of the Forest of Dean Trust, which also includes Drybrook Primary School (one of our partner primary schools) and we are located in the most beautiful setting, which is an easy commute from Cheltenham, Gloucester, Hereford, Bristol and surrounding cities. As someone who drives in each day from Tewkesbury, it is a joy not having to battle in traffic to get to work and it really helps with my mindset.

We are looking to appoint an enthusiastic, innovative IT Manager to join our highly successful team of mutually supportive colleagues whose shared purpose is to ensure the smooth running of the ICT at the core of the school for students and staff alike. This role would be ideal for a highly organised, flexible and resilient person who can adapt quickly to changes and provide support to their team and the wider school.

As you read the information in this pack, I hope you will get a feel for what it means to be part of our Trust.

If you wish to apply then please submit a supporting letter and completed application form outlining why you feel you will be the person we are looking for and what skills you bring to the role. The deadline for applications is Friday 27th October.

I look forward to hearing from you and hope to meet you in person very soon!

Yours sincerely

Stephen Brady
Chief Executive Officer of the Forest of Dean Trust
Headteacher of Dene Magna School

JOB DESCRIPTION

Title:	IT Manager
Responsible to:	Finance Director
Working hours:	Full-Time (37 hours per week)
Salary:	Grade G. Range 26-30 (£32,909 - £36,298, pay rise pending)

JOB SUMMARY

The IT Manager at the Forest of Dean Trust is critical in ensuring the efficient and effective operation of the school's information technology systems. This position is responsible for managing the school's IT infrastructure, providing technical support to staff and students, developing and implementing IT policies and procedures and organising and leading an IT team. The IT Manager will work closely with school leadership to align IT initiatives with the school's educational goals and objectives.

KEY RESPONSIBILITIES

IT Infrastructure Management:

- Oversee the maintenance and enhancement of the school's IT infrastructure, including servers, networks and hardware.
- Ensuring the security and integrity of data and systems through regular backups, updates and monitoring.

Technical support:

- Provide technical support to staff and students for hardware and software issues.
- Troubleshoot and resolve IT-related problems promptly to minimise disruption to teaching and learning.

Policy and Procedure Development:

- Develop and implement IT policies and procedures in alignment with industry best practices and school requirements.
- Educate staff and students on IT policies and enforce compliance.

Team Organisation and Leadership:

- Build, mentor and lead an effective IT team, including hiring and training IT staff as needed.
- Delegate tasks set goals and monitor team performance to ensure IT department objectives are met.

Budget Management:

- Prepare and manage the IT department budget, ensuring cost-effective solutions while meeting the school's IT needs.
- Plan for future technology upgrades and investments.

Vendor Management:

- Co-ordinate with IT vendors and service providers, including negotiating contracts and meeting service-level agreements.

Security and Data Privacy:

- Implement and maintain cybersecurity measures to protect sensitive data and systems.
- Stay informed about emerging threats and recommend security improvements.
- Continuously update knowledge of IT trends, emerging technologies and best practices to recommend innovative solutions to the school.

JOB DESCRIPTION CONTINUED...

KEY RESPONSIBILITIES CONTNUED

User Training:

- Provide training and workshops to staff and students on using IT systems and software.
- Foster a culture of digital literacy and responsible technology use.

Project Management:

- Lead IT projects from inception to completion, including planning, resource allocation and documentation.
- Collaborate with other departments to ensure the successful implementation of technology solutions.

Stay Current with IT Trends:

- Continuously update knowledge of IT trends, emerging technologies, and best practices to recommend innovative solutions to the school.

EXPECTED OUTCOMES AND IMPACT

- Develop and maintain a professional, organisation-wide IT and systems development function.
- Maintain organisational effectiveness, efficiency and productivity by maximising systems availability, reliability and functionality.
- Provide timely responses to user queries and act quickly to minimise system downtime and maintain operational delivery activity.
- Monitor trends in order to identify and recommend developments that would improve business performance.
- Recommend ICT strategies, policies and procedures aligned to business strategy and desired outcomes.
- Maintain quality service by establishing and enforcing organisational standards.
- Preserve assets by implementing disaster recovery/back-up procedures and information security and control systems/procedures.
- Maintain and develop professional and technical knowledge through participation in regular CPD activity.
- Proactively contribute to the success of Forest of Dean Trust through supporting the business in the achievement of its purpose and mission.

QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, or a related field (Master's degree preferred).
- Proven experience in IT management, preferably in an educational setting.
- Strong knowledge of IT systems, networks, hardware, and software.
- Familiarity with educational technology and its integration into the classroom.
- Excellent problem-solving and communication skills.
- Ability to work collaboratively with diverse stakeholders.
- Strong project management skills.
- Certifications such as CompTIA A+, Network+, CCNA or CISSP are a plus.

JOB DESCRIPTION (continued)

In return, we can offer:

- Professional, passionate and dedicated teaching and support staff, who are willing and eager to undertake continuous professional development.
- Talented, stimulating and enthusiastic students with a desire to learn.

We believe it is only right that we balance the challenges that we set, with an understanding that gets the best out of someone; which means valuing them and nurturing them. We are fully aware that a passionate, supported and well directed team will go on to achieve great things.

As a Trust we provide:

1. Competitive salary and clarity in the performance management process.
2. The opportunity to take on short or long term roles within the Trust that help us along our journey.
3. The ability to work with teachers and children from other countries as part of Dene Magna's International School offer.
4. Dene Magna's Reflective Practitioner Programme.
5. Comprehensive new staff induction.
6. Full support for CPD and a career mapping tool to facilitate this.
7. Free onsite parking.
8. On site canteen.
9. Free use of the onsite Gym at Dene Magna.
10. A 'Secret Buddy' system to allow us to keep an eye on one another and appreciate the things we do that others might miss.
11. A Duvet Day for staff who have been with us for more than one term.
12. A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties.



Safeguarding Information

Dene Magna School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.

PERSON SPECIFICATION

The successful candidate will possess all or most of the following attributes (E=Essential, D=Desirable):

QUALIFICATIONS/TRAINING	
• Degree or other applicable professional qualification, or equivalent experience	E
• Evidence of Continuing Professional Development	E
EXPERIENCE	
• Experience working in IT Operations, ideally as either a senior member or IT manager	E
• Managing Google Workspace environments, including user management, permissions, back-ups, and licences	E
• Large-scale device roll outs	E
• Device management - servers, desktops and mobile devices	E
• Sound knowledge of operating systems - Windows & iOS	E
• Windows network environments - switching and cabling	E
• Windows server - users, group policy, DHCP, DNS	E
• Cloud telephony experience - 3CX experience would be an advantage	E
• WiFi management	E
• Anti-virus and threat protection	E
• Financial processes (procurement, budgeting and management of suppliers/vendors)	E
• Working in the Education sector	D
• Linux Server Management	D
KNOWLEDGE AND SKILLS	
• In depth knowledge of data protection and security legislation	E
• Excellent analytical and project management skills	E
• Excellent customer service and interpersonal skills	E
• Strong organisational skills	E
• Problem solving skills	E
• Able to work under pressure - to prioritise, multitask and manage time effectively in a busy environment	E
• Incident management, resolutions & progression techniques	E
• Confident in training staff in IT equipment & software	E
PERSONAL QUALITIES	
• Innovative and self-motivated	E
• Proactive and solution focused	E
• Ability to work flexibly and manage own workload	E
• Ability to work effectively as part of a team	E
• Ability to work collaboratively with peers, leadership, and other stakeholders	E
• High level of integrity, honesty and professionalism	E
• Ability to deal sensitively with people and resolve conflicts	E
• Seeks advice and support when necessary	E
• Strong personal commitment to diversity and inclusion	E
• A willingness to share and embrace the trust's principles and values	E

INTRODUCTION TO THE TRUST AND DENE MAGNA SCHOOL & SIXTH FORM

The Forest of Dean Trust was formed in April 2020 with Dene Magna School taking Drybrook Primary School and Nursery under its wing.

Dene Magna School is a successful, oversubscribed and high achieving nationally acclaimed 'Outstanding' Academy and Teaching School. Dene Magna also opened its Sixth Form College in September 2019.

Both schools are situated in a beautiful part of the country, enjoying easy links to surrounding towns and cities.

As a successful teaching school all staff, wherever they are within the Trust, have the opportunity to work alongside outstanding and supportive colleagues, to observe and share practice on a regular basis and develop pedagogy through reflection.

The Trust prides itself on excellent student behaviour and has a strong ethos about inclusion and diversity. We are passionate about our community and that includes staff work-life balance. All staff receive the highest level of support, have access to the very best in terms of resources and CPD and will be working in a community where they can really make a difference.

Our curriculum is tailored to meet the needs of our students that we serve, raising their aspirations and allowing them to pursue their dreams, with a particular emphasis on excellence and enjoyment. We listen, challenge and support each other while recognising that we all develop at a different pace and all experience a different journey.

Our community continues to thrive because of the relentless focus that we have on excellent teaching and learning.

At Dene Magna we actively promote our central aim each and every day...

'that every learner shall achieve their maximum potential and enjoy the process'.

AN INTRODUCTION TO YOUR TEAM

Currently the ICT Team at the Forest of Dean Trust is a friendly group of people who value a positive, team-focused environment. Whilst also promoting independent-thinking and autonomy so that we aren't hindered in achieving goals and getting things done! We value each other's ideas with the philosophy that no question or suggestion is unwelcome.

The people within our team are:

ICT Manager (you) - Primarily responsible for the Strategic planning of the ICT infrastructure across the Trust and the majority of ongoing projects

Senior ICT Technician - Responsible for some project work, some elevated support work and the management of our Partner Primary Support provisions and contracts

ICT Technician - Who looks after our helpdesk and in-house ticketing system

Helpdesk Technician - Responsible for resolving helpdesk tickets

Marketing Apprentice - Who looks after our online presence, websites, social media and online marketing campaigns

HOW DO I APPLY?

The next step for you in joining us on this exciting journey is to complete the application form and send this, along with a detailed covering letter explaining why your skills and experience would make you the perfect candidate for this position at Dene Magna School.

If you have any questions prior to you submitting your application or if you would like to come and visit us so we can share all the exciting things we are doing, please contact us at vacancies@FODT.co.uk or ring Diane Evans on 01594 542370.

We can't wait to hear from you!

Deadline for applications is: Friday 27th October
Interviews will be held: w/c 6th November

Being part of the Forest of Dean Trust means children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

A map of the Cotswolds region in England, centered on Ross-on-Wye. A red pin marks Ross-on-Wye, with a travel time of 15 mins indicated. Surrounding locations and their travel times are labeled: Worcester (50 mins), Hereford (40 mins), Tewkesbury (35 mins), Gloucester, Cheltenham, Stroud (40 mins), Lydney (25 mins), Newport (50 mins), and Bristol (1hr). The map also shows the Malvern Hills Area of Outstanding Natural Beauty and the Cotswolds AONB. Major roads like the M4, M5, and A40 are visible.

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