



Tytherington
High School and Specialist Science College

Information for Applicants

Network Support Officer

Achievement for All

*An inclusive learning community encouraging
excellence, respect and personal fulfilment*

Manchester Road, Macclesfield, SK10 2EE

Tel: 01625 610220 Fax: 01625 610925

Website: www.tytheringtonhs.co.uk

Headteacher: Mr K Harrison, BEd, MSc, NPQH



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High School and Specialist Science College

Job Description

Job Title: Network Support Officer
(Scale 6 – Job Ref AAAE5302)

Job Reports To: Strategic IT Manager

Job Purpose: To assist the Strategic IT Manager in the management and administration of the school IT network ensuring high quality support and services to the whole school. To design, maintain and develop the school website/intranet ensuring relevant and accessible content.

Main Responsibilities

1. Assist the Strategic IT Manager:
 - to manage the school IT network (curriculum and administrative systems) and infrastructure, to ensure that the educational and business needs of the school are met and 'downtime' is minimised.
 - to manage the arrangements for securing the school's data, both curriculum and administration, to ensure that adequate backup and disaster- recovery plans are in place.
 - to manage the procurement and installation of all hardware and software on the school's IT network
2. Manage:
 - the continuous development of the school's website and intranet.
 - the development and use of digital signage displays throughout the school
3. Deputise for the Strategic IT Manager during absence.
4. Provide technical support for all users by being familiar with the current software and train users in effective use of applications.
5. Undertake personal professional development and respond to the changing needs of the job.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.



PERSON SPECIFICATION
Network Support Officer

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	A minimum of 5 years practical experience in a technical role.	Experience in the education sector. Microsoft Certification	Application form
Specialist Knowledge and Experience	Good working knowledge of: <ul style="list-style-type: none"> • Windows Server 2003 • Exchange Server & Outlook • Microsoft Office 2003 • Web design with ASP, Flash and Java 	Windows Server 2008 Exchange 2010 Office 2010 Xibo Digital signage Audio visual experience e.g. video editing Moodle or other portals	Application form, and Interview
Skills & Aptitudes	Logical, analytical approach to problem solving Effective communication skills, written and verbal. Ability to establish effective working relationships at all levels. Able to work on own initiative with an eye for detail Able to work under pressure and meet deadlines. Flexible, well organised and enthusiastic	Able to develop imaginative solutions to client requirements. Project planning – delivery of projects to an agreed timescale.	Application form, reference and Interview



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ADDITIONAL DETAILS

Hours of Work: 37 per week (full year), 8.15 – 16.15 Monday – Thursday, 8.30 – 16.00 Friday.

Holidays: 25 days annual leave (to be taken in school holidays) plus Bank Holidays.

Salary: £19,126 - £21,519 per annum

Pension: Local Government contributory scheme

Criminal Records Bureau (CRB)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Criminal Records Bureau.

This post are subject to an **Enhanced** disclosure which provides details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists.

A copy of the Criminal Records Bureau Code of Practice is available on request.

For an informal discussion please contact Barry Hodgson, Strategic IT Manager,
bhodgson@tytheringtonhs.co.uk

Please return completed application forms to Joan Taylor, Business Manager,
Tytherington High School, Manchester Road, Macclesfield, SK10 2EE,
jtaylor@tytheringtonhs.co.uk

Closing Date: Friday 16 December 2011
