



# Bishop Wilkinson

## Catholic Education Trust

### ICT Network Manager Person Specification

---

Grade: H, £29,577-£32,234 FTE  
Hours: 37 hours per week, Full Year, Permanent  
Reports to: Chief Technology Officer  
Location: Cardinal Hume Catholic School, and other sites within the Trust as and when required

| Person Specification   | Essential/Desirable |
|--|---------------------|
| <b>Qualifications &amp; Training</b>   |                     |
| Educated to degree level or able to demonstrate equivalent knowledge through relevant experience   | E                   |
| Comptia A+ and N+, MCP/MCSE, CCNA  | D                   |
| Evidence of Continuous Professional Development  | E                   |
| <b>Experience</b>  |                     |
| Experience of working in an educational establishment in an IT support role  | D                   |
| Experience of network administration and PowerShell, Firewall and Switch configuration, VLANs and telephony and CCTV   | E                   |
| Experience of using Microsoft Operating Systems and Office packages including Office 365 or equivalent cloud-based platforms, School MIS Systems, databases, and web technologies. | E                   |
| Experience of managing AD, DHCP, DNS, Certificates, anti-virus, imaging, and backup solutions  | E                   |
| Experience of managing a team and evidence of effective management and monitoring of resources   | D                   |
| Managing an in-house school IT Budget for IT Purchases, repair, and consumable costs   | E                   |

|   |          |
|---|----------|
| Experience of software support to assist in the day-to-day operation within the school including trialing of software, liaising with third parties where necessary such as Catering, Cashless, Library systems etc. | <b>E</b> |
| <b>Knowledge and Skills</b>   |          |
| Knowledge of Apple OSX and IOS.   | <b>D</b> |
| Knowledge of virtualisation technologies e.g., Hyper-V and Vmware   | <b>E</b> |
| Excellent communication and listening skills  | <b>E</b> |
| Ability to respect and maintain confidentiality   | <b>E</b> |
| A strong understanding of the latest software operating systems   | <b>E</b> |
| Ability to relate to students in a pleasant and empathetic manner and to recognise potential child safeguarding issues  | <b>E</b> |
| Efficient and effective organisational skills   | <b>E</b> |
| Excellent customer service skills and ability to respond quickly as circumstances dictate   | <b>E</b> |
| Knowledge of software and network integrity and security  | <b>E</b> |
| <b>Personal Attributes</b>  |          |
| Ability to work effectively as part of a team, understanding Trust roles and responsibilities and your own position within these.   | <b>E</b> |
| Ability to work flexibly and outside Trust hours if the need arises   | <b>E</b> |
| Ability to travel to schools within the Trust as required   | <b>E</b> |
| A strong commitment to the Trust values and ethos   | <b>E</b> |
| A flexible approach and strong work ethic   | <b>E</b> |
| Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow BWCET safeguarding policies and to the Trust's ethos, aims and its whole community            | <b>E</b> |
| Commitment to equal opportunities   | <b>E</b> |

**April 2021**