



# Bishop Wilkinson

## Catholic Education Trust

### ICT Network Manager Person Specification

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

April 2021