



THE HOWARD
Academy Trust

Candidate Briefing Pack

IT Infrastructure Engineer





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
460 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
270 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust



Job Description

Post:	IT Infrastructure Engineer
Location:	Trust Central Team
Function/Department:	IT
Grade/Salary:	NJC B1 points 27-30 (FTE £35,745 – £38,223)
Responsible to:	Head of IT

Core Purpose and Scope

The IT Infrastructure Engineer will work with the Trust Head of IT with a focus on managing and maintaining the Trust's IT infrastructure, ensuring secure, efficient, and reliable operations. This role involves deploying and managing hardware, software, and network systems, as well as providing technical support and training to staff. Duties may vary from day to day according to the IT needs of the schools as detailed further below. The objective is always the maintenance of high standards of education and best value for the Trust. The role will require attendance at, and travel between, Trust schools. This role will support flexible working patterns

Main duties and responsibilities:

Infrastructure Security

- Management of active network components including switches, routers, and firewall.
- Management of passive network components including Network Cabinets, Patch Panels, and cabling.
- Ensuring network infrastructure is documented to enhance support.
- Operating system installs and setup
- Implement security measures to protect network and data integrity.

Ensuring App Permissions

- Ensuring appropriate permissions have been allocated for staff roles
- Deploying apps, enabling/disabling apps, Microsoft365 policy changes Group Policy and Active Directory Management, settings changes
- Administration of cloud-based services, including user accounts, team drives, groups
- Maintaining accurate user accounts and permissions for on premises and cloud services

Enabling Remote Access

- Enabling remote access where appropriate

Support and Maintenance

- Support and maintain Trust owned technology
- Monitoring and updating of Trust wide helpdesk queries, take responsibility of tasks or assign to relevant members of staff
- Deploying Windows updates, active directory, software installation and group policy changes
- Cloud services group management

Network Design and Implementation

- Collaborate with the Head of IT to design and implement network infrastructure to meet the school's requirements.

- Assisting with strategic alignment to the Trust Strategic IT Plan
- To support the development of detailed scope of works and design for Infrastructure projects
- To lead on Infrastructure projects within the schools.

Project Management and Procurement

- Assisting with quotations in line with Trust policy
- Liaise with contractors to obtain pricing and project manage IT projects as determined by the Head of IT
- Provide training for staff including documentation and videos

Additional Responsibilities

- Undertake training where required
- Undertake professional duties that may be reasonably assigned by the Head of IT
- Escalating issues to the Head of IT

Skills and Qualifications

- Relevant certifications (e.g., CCNA, CompTIA Network+, Microsoft Certified: Azure Administrator).
- Proven experience in IT infrastructure and network management.
- Strong knowledge of network protocols, security, and infrastructure design.
- Excellent problem-solving skills and attention to detail.
- Ability to manage multiple projects and tasks simultaneously.
- Strong communication skills, both written and verbal.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity.
- Regular opportunities for collaborative CPD to ensure best practice across academies.
- A proactive network for joint working across academies, for staff at various career stages.
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships.
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos.
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust.
- Each academy is a hub for its local community and families.
- Facing outwards and working in collaboration with other organisations and stakeholders.
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should always conduct themselves professionally, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Full UK driving license and access to own vehicle • CCNA, MCP, MCSE, • ITIL Qualification • A+ N+ Qualifications 	
Experience	<ul style="list-style-type: none"> • Troubleshooting and set up of telecoms, networking components and end-user computer devices • Support/Infrastructure management Capacity with experience of supporting a complex multi-vendor environment. • Experience in a role within an organisation with 1000+ users working in a Voice Services environment • Proven experience of workload planning and delivery of key targets within a service environment. 	
Knowledge and skills	<ul style="list-style-type: none"> • Extensive knowledge of ICT & Technology • Strong communication skills both written and verbal • Knowledge of Problem-Solving Root Cause Analysis methods • Apple IPAD MDM Enterprise management • Basic understanding of Network Basics (IP, DNS, DHCP) • Core Networking (VLAN, Trunking, tagging) • Advanced Domain (AD, GPO, RDS, File, ADCS, VAS, WSUS) • Network Storage (SAN, NAS) • Enterprise Wireless Management 	<ul style="list-style-type: none"> • A good working knowledge of Information Security • Windows Deployment Services and MDT • Print Management • Network troubleshooting skillsets • Good understanding of change management • Hyper-V and VMware VSphere management
Personal qualities	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure 	