



**The Totteridge Academy**  
The best in everyone™  
Part of United Learning

## Candidate Briefing Pack

**Job title:** IT Network Manager

**Closing date:** July 2026



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## Welcome from our Principal/Headteacher

Dear candidate,

Thank you very much for your interest in joining The Totteridge Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

The Totteridge Academy (TTA) is a fantastic secondary school in North London and is continuing to grow and develop with over 1000 students currently on roll. The school provides a high-quality education in a safe, caring, and focused environment teaching skills and knowledge, enabling students to become responsible, well-rounded citizens, equipped with the tools to make effective choices for their futures. The school philosophy of kaizen (continuous improvement) enables students and staff to always aim high so that every individual can attain their best. Improving through practice; calm, focused classrooms led by knowledgeable, passionate teachers

Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering The Totteridge Academy for the next stage in your career. If you have any questions regarding this role, please contact Jo Wiles on [joanne.wiles@tta.org.uk](mailto:joanne.wiles@tta.org.uk)

Best wishes,



Chris Fairbairn

Principal

The Totteridge Academy



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## Job Description

**Job title:** IT Network Manager

**Salary:** competitive and commensurate with experience and qualifications

**Location:** The Totteridge Academy

**Contract type:** Full time, Permanent

**Responsible to:** School Business Manager

## The Role

We are looking for an experienced and proactive IT Network Manager to join our team, playing a key role in supporting and developing the school's IT infrastructure.

### Hours:

- 37.5 hours a week Monday to Friday  
Flexible working arrangements available, including term-time plus 4 weeks or full-year (52 weeks) contracts

### About the role:

As our IT Network Manager, you will play a critical role in ensuring the school's ICT systems are safe, secure, reliable, and fit for purpose. You will lead the delivery of effective IT support across the school, helping to minimise disruption to learning and ensuring that staff and students can make full and efficient use of technology every day.

You will be responsible for maintaining the integrity, security, and performance of the school's ICT network infrastructure and systems. Your role will involve managing user access, responding to technical issues, supporting the storage and reporting of data, and ensuring the school remains compliant with relevant policies and data protection regulations.

All duties within this role always require the highest standards of professionalism in terms of manner, conduct and appearance and a high level of literacy competency. As an IT Network Manager, it is crucial for maintaining the technological backbone of the school, ensuring that both educational and administrative functions run smoothly.



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## Key Responsibilities

### *ICT Systems, Security & Data Management*

- To develop systems and resources to implement Academy policy and to enhance learning.
- To take overall responsibility for ensuring that the Academy network is managed, monitored and maintained so it operates efficiently and effectively, anticipating and rectifying likely difficulties wherever possible.
- To oversee the design and implementation of systems for backup, validation and restoration and to have knowledge of systems protocol for disaster recovery plans.
- To oversee the design and implementation of security, licensing and data protection policies and practice in line with ULT guidance.
- To ensure that the Academy has licences for the software in use at the time and maintaining documentary proof of this.
- To oversee the creation, implementation and monitoring of procedure for user and file maintenance and other administrative tasks.
- To ensure the network is always secure and that staff and students have access only to appropriate areas of the network.
- To design, specify, procure and install hardware and software that support learning, administration and other functions of the academy.
- To ensure up-to-date inventories of hardware, software and A/V and ICT resources are maintained, following up any issues that may arise.
- To manage and develop the current A/V requirements of the school, including interactive whiteboards, projectors, and cabling.
- Ensure network and equipment security, including antivirus updates and security patches.
- Ensure compliance with data protection, internet use, email security, and ICT resource management policies.

### *Financial Management*

- Manage the allocated IT operational and capital budgets, observing IT financial management processes required by United Learning.
- Advise/work alongside Business Managers on all technical procurements, including telecoms, print estate and reprographics.
- To plan, procure, manage and monitor budgets for digital strategy projects ensuring that the Digital Strategy Leader/SLT are aware of the replacement programme and future development requirements.
- To be responsible for day-to-day ordering, procurement and asset management of ICT equipment, cabling, software and consumables ensuring compliance with financial controls and processes.
- To create and manage tenders for ICT resources in accordance with the Academy's guidelines and national frameworks.



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## **General**

- To adhere the Academy's and United Learning policies and procedures
- To ensure compliance with the Health and Safety at Work Act 1974
- To ensure all data management complies with the Data Protection Act 1998
- To show commitment to the Academy's Equal Opportunity Policy
- To strive to develop ICT within the Academy to aid teaching and learning

## **Team management and Leadership**

- To provide regular reports to the Senior Leadership Team on the effectiveness of systems and to provide advice relating to strategic improvements
- Maintain and manage the database of support requests.
- To plan the work of the ICT Technician(s) recognising their strengths and areas of expertise and to produce documentation for all procedures.
- To create a professional work environment and ethos within the ICT Support Team.
- To undertake regular meetings with the ICT Team to ensure that their technical knowledge is current, and they can meet all aspects of their work.
- To provide appropriate support and training to maintain an effective service.
- To recruit and train new ICT staff.

## **Applications Management**

- To manage various Academy wide support software such as Arbor, Active Learn, CPOMS, Salamander, Access systems, Cashless catering, Papercut etc.
- To ensure that they are kept updated and working at optimum performance.

*Please note we reserve the right to close any vacancies from further applications when we have received a minimum amount of applications from which to make a shortlist. Please ensure you apply without delay if you wish to be considered for this role.*



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## Person Specification

### Education and Qualifications

	Essential	Desirable
IT Qualification		Y

### Skills and Knowledge

Previous experience of managing an IT support team	Y	
In-depth understanding of network infrastructure, hardware, and software systems	Y	
Strong knowledge of network security, data protection, and backup systems	Y	
Ability to diagnose and resolve hardware, software, and connectivity issues efficiently	Y	
Understanding of safeguarding, GDPR, and data protection regulations in an educational setting	Y	
Excellent organisational skills, with the ability to manage multiple priorities and projects	Y	
Strong communication and interpersonal skills to support a wide range of users	Y	
Familiarity with school MIS, learning platforms, and educational software		Y
Knowledge of cloud technologies and virtualisation (e.g. Microsoft 365, Google Workspace)		Y
Experience maintaining and troubleshooting AV, print management, and classroom tech		Y
Awareness of emerging technologies in education and their potential applications		Y
Strong communication skills	Y	

### Experience

Experienced in managing and maintaining ICT networks, servers, and systems	Y	
Good written and verbal communication skills, fluent in English.	Y	
Confident in implementing and monitoring ICT security protocols	Y	
Experienced in providing technical support to a range of users with varying ICT skills	Y	
Familiar with managing user accounts, access controls, and permissions	Y	
Experienced in maintaining inventory records, warranties, and licensing documentation	Y	



Experienced in managing system backups and disaster recovery procedures	Y	
Involved in strategic planning or project management for ICT infrastructure		Y
Experienced in supporting the implementation of digital learning technologies		Y
Comfortable working in a school or educational environment		Y

## Teamwork

Treats others fairly, openly and consistently	Y	
Supports and cooperates with colleagues	Y	

## Personal Attributes and Abilities

A commitment to own continuous professional development and learning.	Y	
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture.	Y	
Must be open to perform other related duties, within the pay grade, to meet the ongoing needs of the school.		Y

## Other

Commitment to Equal Opportunities	Y	
Enhance DBS Check	Y	
Right to work in the UK	Y	
Willingness to participate in training, particularly First Aid and Team-Teach.	Y	
Committed to the safeguarding of young people.	Y	






## How to Apply

To join our dedicated and talented team, click apply here.

<https://mynewterm.com/jobs/144502/EDV-2026-TA-55542>

**The closing date for this post is 3 July 2026.**

## For more information about this role, please contact:

 Jo Wiles, HR Manager

 02084459205

 [joanne.wiles@tta.org.uk](mailto:joanne.wiles@tta.org.uk)



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## Rewards and Benefits

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**. For more information, visit [www.unitedlearning.org.uk/careers/rewards-and-benefits](http://www.unitedlearning.org.uk/careers/rewards-and-benefits)

More pay...	more time...	and more support
<ul style="list-style-type: none"> <li>We pay an average of 5% above national scales – the best rates of pay in the sector</li> <li>Cash towards medical treatment</li> <li>Generous staff discount scheme</li> </ul>	<ul style="list-style-type: none"> <li>Three extra INSET days for planning</li> <li>At least one personal day a year</li> </ul>	<ul style="list-style-type: none"> <li>Great training for your career</li> <li>Exceptional curriculum resources</li> <li>Expert subject advice</li> <li>Support for your wellbeing</li> </ul>

### Flexible Working

We value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

### Important information

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check. We also kindly request permission to seek references ahead of the interview process.



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## About United Learning

*United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.*

*As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.*

*We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.*

*United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.*

*To find out more about United Learning, please visit the website [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk).*



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