

EVERSFIELD PREPARATORY SCHOOL



IT Network Manager JOB SPECIFICATION

Responsible and accountable to:

Headmaster and Business Manager

Job Purpose

- Responsible for the management, procurement, installation, maintenance, availability, security and development of the school's network, hardware and software capabilities to ensure the School operates smoothly, competitively and effectively.

Main Duties and Responsibilities

The position involves personal and telephone contact with staff, pupils and occasionally with parents and visitors. It also involves dealing with a range of suppliers.

- Managing the School's network infrastructure, servers and workstations to ensure 24x7x365 operation including:
 - Managing and developing server systems, mail, MIS, printing, data storage, anti-virus, media services, etc.
 - Managing network systems including internet connectivity, firewall policies and security
 - Configuring and maintaining Layer 3 switches including the setup and maintenance of VLANs and Routing tables.
 - Monitoring back-up routines and storage solutions.
 - Server and workstation hardware, software, diagnostics and repair
 - Operation and maintenance of internet connection and email systems
 - Maintenance and cleaning of computers, projectors, AV equipment, printers, etc.
 - Support for teachers, administration, accounts and other office staff
 - Monitoring and investigating inappropriate use and breaches of the schools rules as set out in the e-safety Policy.
 - Responsibility for the physical and security of all electronic data in-line with the schools Data Protection Policy.
 - Producing and keeping all necessary documentation, licences and warranties.
 - Ensuring all equipment and software is legally licensed and copyright laws are kept.
- Managing and updating the School's Moodle and Joomla web-based services in consultation with Headmaster and Staff
- Managing and set-up of audio visual and computer equipment for staff when requested
- Installing new systems and cabling:
 - Planning and budgeting for replacement and upgrading of equipment
 - Procurement of equipment within a budget and budget controls
 - Commissioning and testing new systems
 - Decommissioning and disposal of redundant equipment
- Strategic IT Planning:
 - Development planning with Headmaster and Governors
 - Preparing reports, audits and any other material necessary for the monitoring or development of IT in School.

- Future development planning including knowledge of Cloud Computing and BYOD solutions and how these can be used within the school community.
- Further support for Staff:
 - Provide and set-up portable equipment as requested by staff
 - Provide training for staff on the safe and efficient use of IT equipment

Professional Responsibilities

- Have due regard for the job descriptions, responsibilities and authority of other staff
- Establish effective, professional working relationships with colleagues
- Be responsible for personal health and safety at work
- Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of a member of the Senior Leadership Team
- Work within the school's Equal Opportunities Policy
- Set a good example to children through presentation, personal appearance and conduct
- Take responsibility for keeping up to date with research and developments in IT, administration and education including making known to the Headmaster or Business Manager, professional development which could be useful
- Attend all INSET and CPD as requested by the Headmaster or Business Manager
- Comply with information and guidance in the Staff Guidebook and all other school policies
- Attend staff meetings as required by the Headmaster or Business Manager
- Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients
- Be aware of the School Improvement Plan and support and assist the Senior Leadership Team in its implementation
- Be aware of the role and purpose of the governing body
- Participate in the school's Performance Management Review Cycle

Administrative Responsibilities

- Carry out any other reasonable request of the Headmaster or Business Manager
- Hours, attendance and holiday entitlement are as defined in your individual contract and employees' handbook