



Rossall School

Network Manager Job Description

Rossall School

Rossall was founded in 1844 as a boarding school for boys and quickly earned a formidable reputation. Today it is a co-educational school of about 700 pupils: between the ages of 2 and 11 they attend the Junior School and from 11 – 18 the Senior School, centred on the magnificent Victorian square, with its bastion of boarding houses, two chapels and a magnificent Dining Hall. The buildings are in splendid condition as a result of significant investment in major refurbishments over recent years. The sea is fifty yards away.

Pupils come from a broad spectrum of nationalities, and, while half the population is from Blackpool and environs, many overseas pupils constitute the International Study Centre, a year 11 facility where students take GCSE exams before proceeding to the main school, and many of our large Sixth Form (currently 250 students) are from other nations. They are attracted by our record at A level and the I.B. which we started 13 years ago before it became fashionable. Most pupils go on to University.

Games, music, art and drama are important extra-curricular activities. What commends itself most to visitors (and to the 2010 ISI Inspection team) is the astonishing warmth and generosity of the pupils and the close friendships which develop between children of all nationalities.

The I.T. Department:

The I.T Department at Rossall School consists of a Head of Academic ICT, a Network Manager, Assistant Network Manager and a Data Manager (who is responsible directly to the Bursar), as shown in the attached organisation chart.

Job Title: Network Manager
Responsible to: The Bursar

Job Purpose:

This key position embraces a full range of responsibilities: from the strategic development of ICT to the day-to-day technical management of the network and related hardware and software systems. With high and increasing Rossall School reliance on ICT, the post holder will advise the Senior Leadership Team (SLT) and Head of Academic ICT on strategy, good practice and compliance, will specify, tender and procure relevant hardware and software, and will ensure that all aspects of the network and related operating systems are effective, resilient and meet the needs of the School.

Main duties and responsibilities:

a) ICT Strategy:

- To take the lead in developing and implementing the ICT and Digital Learning strategy for the School, as required by SLT.
- To advise SLT and the Head of Academic ICT on emerging technologies as appropriate

- To have a good working knowledge of relevant current legislation and good practice, and to ensure compliance
- To implement email policy and systems
- To manage the school's Internet Access Policy

b) Network Infrastructure

- To develop, manage effectively and maintain the School's networks, intranet, systems and resources (fixed and consumable) in direct support of teaching, learning, administrative, marketing and support services throughout the School
- Manage the installation of all new computer hardware including wireless, fibre optic, copper networks and external projects as required
- To implement IT systems security and continuity and ensure the IT Disaster Recovery Plan is thorough, practicable and complete
- To undertake effective fault diagnosis of all of the School's network and computer systems, and to prioritise and assign solutions
- Manage the core services of the school including:
 - Management Information System (WCBS PASS and 3Sys)
 - Library (MLS-Eclipse)
 - IP Telephones (Samsung OS7200)
 - Room and resource booking system
 - Email (Googlemail)
- To install and maintain in good working order, on a day-to-day basis, the ICT network systems, hardware and software within the School including managing the network user database and password allocation and management of internet filters
- To ensure that data back-ups are maintained and stored appropriately proportionate to the data value and in connection with the IT Disaster Recovery Plan
- To use appropriate anti-virus software to protect the network
- To install software and prepare system images for deployment
- To Install and maintain server software core technologies

c) Budgets

- To specify, tender and procure, within agreed budgets, appropriate solutions
- To manage and operate within financial budgets delegated to the Network Manager

d) User Support

- To liaise and work with teachers and support staff at Rossall to ensure effective support for ICT users and systems
- To control, maintain and set-up when required audio-visual equipment held within the School, including digital projectors
- In meeting the needs of students, who will, increasingly, use their own laptop computers on the School's network, to ensure that laptops can be connected effectively to the network

e) Other Duties

- To document accurately and comprehensively all ICT systems
- To communicate effectively at all levels, from Council and SLT to support staff and pupils
- To meet weekly (or more frequently, if required) with the Bursar and the Head of Academic ICT, to brief the Bursar and Head of Academic ICT on the operation of ICT services and to agree targets for the department
- Line manage the Assistant Network Manager.
- To maintain a fully comprehensive and up-to-date asset register of all ICT hardware within the School

- To store securely and catalogue all software used on computers within the School, to ensure that current legitimate licences are held for all installed software, and to remove from PCs any unlicensed software (Bursar to be kept informed of this)
- To maintain stocks of consumable ICT items and place orders as required
- To ensure that ICT support contracts and contracts for other ICT services are not allowed inadvertently to expire, thereby exposing the School to risk

f) Service and image

- To develop and project a positive “can do” departmental image, by devising and introducing methods of promoting an effective and proactive ICT service. This to include periodically briefing teaching and support staff on the network and related matters
- To manage the call out rota to ensure an effective out of hours emergency service is provided
- To attend Open Days, events and functions as required, which may take place during evenings and weekends
- To undertake any other duties reasonably expected of a Network Manager, as agreed with the Bursar

g) Accountability:

- The Network Manager reports directly to the Bursar, as line manager, and liaises closely with the Head of Academic ICT, teaching and support staff
- Progress will be subject to periodic review by a specialist in the same field, as part of a system of appraisal and personal development

This is not an exhaustive list, and will vary as the School’s requirements change.

The salary is expected to be in the region of £35,000 to £40,000 depending upon qualifications and experience. Benefits include a contributory pension scheme, a generous discount on the School fees of employees’ children attending the School, free meals during term-time and free parking.

To apply, please complete the application form available on the School website (please ensure that your referees include your current or most recent employer) and send with covering letter to:

Ms Stephanie Jones
Human Resources Officer
Rossall School
Broadway
Fleetwood
Lancashire, FY7 8JW

Email: sr.jones@rossall.org.uk

Closing date: Tuesday 1st October 2013 at noon

It is anticipated that first interviews will be held on Wednesday 9th October 2013 and final interviews will be held the following week.

Rossall School is committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance will be undertaken by the School

Network Manager Person Specification

Essential/Desirable

Technical Requirements

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|---|---|
| • Several years' practical experience of supporting approximately 450 networked PCs | E |
| • Experience of secure WiFi Networks | E |
| • An excellent practical knowledge of operating and maintaining PC hardware and software. | E |
| • Sound experience of current Operating Systems such as Windows XP/7 and Windows Server 2003/2008, in a networked environment | E |
| • Experience of IP Telephony | E |
| • Experience of using and maintaining Microsoft Office applications | E |
| • Experience of supporting administrative and financial ICT systems | E |
| • Experience of managing ICT in an educational environment | D |
| • Experience of managing Google Apps | D |

Skills and competencies:

- | | |
|---|---|
| • Excellent interpersonal, persuasive and communication skills | E |
| • Business acumen, competent at specifying and tendering within budget | E |
| • Ability to plan, organise and prioritise effectively | E |
| • Ability and willingness to interact well with people at all levels | E |
| • Ability and willingness to work as part of a team | E |
| • Very good attention to detail | E |
| • Experience of and willingness to work with children of all ages | E |
| • Good management skills, leading by example with energy, enthusiasm and technical capability | E |

Personal Attributes / circumstances

- | | |
|--|---|
| • Flexible approach to working hours | E |
| • Ability to cope under pressure | E |
| • Excellent interpersonal skills | E |
| • Openness to learning and change | E |
| • Energy and positive attitude | E |
| • Good time management | E |
| • Excellent customer care skills, including children | E |
| • Evidence of effective CPD | E |
| • Knowledge of current trends relevant to ICT | E |
| • Positive attitude to personal development and training | E |

Essential requirements are those without which an applicant may not normally be considered for appointment.