



CROSFIELDS SCHOOL

IT NETWORK MANAGER (ITNM) - JOB SPECIFICATION

Crosfields School is a Coeducational Independent Day Preparatory School with some 535 pupils in the age range 3-13 years.

The School is located on a 42 acre site, which includes a wide range of buildings: its newest teaching block opened in August 2007 contains a library, Art Studio, ICT and D&T workshop; a variety of older teaching blocks; the School HQ building in the White Building; Theatre and Music School. A new Swimming Pool (September 2012) was built next to the Sports Hall last year to form the Crosfields Sports Centre. There is a Nursery facility which was opened in September 2008 and extended in 2012; a kitchen extension and refurbishment was added in 2013. The School is active all the year round with many of the Sports Centre facilities let to external hirers throughout the year.

1. Job Purpose. To provide a modern, high performance, computing system that supports teaching & learning on a safe and secure network.

2. Main Duties & Responsibilities. Main duties and responsibilities of the ITNM include the following:

- Be fully conversant with and supportive of the needs of Crosfields School and the school network's users.
- Maintain and support software used by the Bursary, in particular WCBS PASS, the School's Management Information System (MIS), and others as appropriate.
- Ensure that regular periodic back-ups of the Network are carried out and stored appropriately.
- Maintain security of the Network, including software updates, firewall systems, and virus protection measures, ensuring all users are adequately protected and that any incursions are dealt with promptly and appropriately.
- In conjunction with the ICT Coordinator:
 - Prepare and update a strategy/policy for ICT within the school for implementation by the ICT Committee. This is to include maintaining a general overview of the technology market, particularly in education and products that could enhance the school.
 - Draft, produce, maintain and control the ICT departmental annual budget, tracking expenditure against budget and checking all invoices for accuracy. Update the ICT Committee on termly budgetary performance.

- Maintain technical aspects of the school website (consulting with the Marketing Manager and Director of Studies as required) and provide training to users responsible for updating content as required.
- Liaise with teaching staff as required to provide the requested level of support.
- Coordinate and act as secretary for a termly ICT Committee meeting consisting of the Headmaster, Director of Studies, Head of Pre-Prep, Head of Junior School, ICT Coordinator, and Bursar.
- Maintain an inventory of the school's ICT equipment.
- Maintain a log of all work undertaken.
- Maintain documentation of internal IT network systems and procedures.
- Monitor the performance of the school's Network and make adjustments as required.
- Diagnose and repair minor faults where possible. Where this is impossible, report faults in both hardware and software to appropriate suppliers to ensure problems are resolved promptly.
- Unpack and install new/upgraded products.
- Provide software and hardware support to users, including technical classroom support, as required. This also involves installing software and hardware upgrades for the Network.
- Train and supervise any future IT Technicians employed by the school.
- Maintain adequate supplies of consumables necessary for the efficient operation of the Network by its users.
- Conduct contract, supply and procurement negotiations with Suppliers as required and maintain an awareness of new IT products in the market place.
- Complete all applicable IT H&SW risk assessments.
- Carry out any other duties as specified by the Bursar as required periodically.
- Undertake any/all appropriate training as required by the Bursar.
- Install (or manage installation of) any required new network infrastructure, such as network and projector cabling, and maintain and repair existing infrastructure as necessary.

- Dependent of skills of applicant, perform the duty of e-safety Coordinator responsible for provision of e-safety training to staff and the wider school community in accordance with national guidelines.
- Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading, as required by the Bursar.

3. Job Profile. Relevant qualifications and experience required to do the ITNM's job competently include the following essential criteria:

- Previous proven IT and Network experience over a number of years.
- Experience with the following technologies:
 - Current versions of Windows and Windows Server as in use by the school.
 - Active Directory, Group Policy, DHCP, DNS, and server virtualisation.
 - Managed wired networking infrastructure including VLANs and 802.1x wireless networking.
- Appropriate IT qualification to HND/degree level or demonstrable equivalent experience.
- Good level of general education.
- Reasonable working knowledge of H&SW regulations and applicable IT law such as the Data Protection Act 1998, and Computer Misuse Act 1990.
- Good interpersonal and customer facing skills.
- Ability to respond positively to change, with flexible, highly motivated and 'can do' working style.
- Good oral communication skills – ability to communicate effectively at all levels of seniority, liaising effectively with other internal departments.
- Ability to work as part of a team and on own initiative with a minimum of supervision. A good level of personal presentation is required.

Desirable criteria include the following:

- Experience of working in a school environment.
- Membership of a professional organisation such as BCS, The Chartered Institute for IT.
- Experience of development in a .NET language (Visual Basic preferred).

- Experience installing managed network cabling to Cat5e standards.
- Experience with website content management systems.
- Experience managing cloud services such as Google Apps and Office 365.

4. Hours of Work. This is a permanent, full-time post, Mon-Friday 0800-1700, with one hour (unpaid) for lunch. These hours may be relaxed slightly during the school holidays at the discretion of Bursar.

5. Remuneration. Annual remuneration will be as specified in the Crosfields School Support Staff Contract document for this post.

6. Holiday Entitlement. Annual leave entitlement is 25 working days, which is to be taken during the school holidays. All requests for holidays are subject to the approval of the Bursar. Additionally, all English Bank and Public Holidays are observed.

7. Sickness Entitlement. Sickness/Illness entitlement and benefits will be as specified in the Crosfields School Support Staff Contract document for this post.

8. Benefits. During term-times lunch will be provided at no cost. Crosfields School operates 2 optional Group Pension schemes through Aegon and The Pensions Trust, towards which the employer will contribute 10% of gross salary and the employee 5% of gross salary respectively. A motor mileage allowance will be payable for use of personal vehicles on school business.

9. Grievance Procedure. Crosfields School operates a Grievance Procedure, which will be as specified in the Crosfields School Support Staff Contract document for this post.

10. Disciplinary Procedure. Crosfields School operates a Disciplinary Procedure, which will be as specified in the Crosfields School Support Staff Contract document for this post.

11. Line Manager. The Line Manager for the ITNM post is the Bursar.

12. Health & Safety at Work (H&SW). The post-holder has a legal duty (H&SW etc Act 1974) to ensure the safety of him/herself and all the pupils and teaching and Support staff within the School and especially his/her areas of responsibility within the Bursar's department. Accordingly, any defects or dangerous H&SW issues brought to his/her attention are to be reported to the Estates Manager/Bursar for action. Additionally, the post-holder must comply with all safe working practices, which may include occasional attendance at H&SW training courses.

13. Enhanced Disclosure & Barring Service (DBS) check. The incumbent of this post will be subject to an Enhanced DBS check, which includes a DBS Barred List check.

14. Welfare of Children/Child Protection. The post holder's responsibility for promoting the welfare of children and young persons with whom he/she comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the incumbent becomes aware of

any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Senior Person for Child Protection.

15. Confidentiality. During the course of his/her employment the post holder may have access to, see or hear information of a confidential nature and is required not to disclose any such information. In order to comply with the Data Protection Act 1998 the post holder must not at any time use personal data held by Crosfields School Trust Ltd for any unauthorised purpose or disclose such data to any third party. The post holder must not make any disclosure to any unauthorised person or use any confidential information relating to business affairs of the School unless expressly authorised to do so by either the Headmaster or Bursar.

16. Equal Opportunities. Crosfields School Trust Ltd is an Equal Opportunities (EO) employer and as such this post is open to all, irrespective of gender, colour, race, religion, disability or sexuality. All Crosfields employees are expected to be aware of and adhere to, the School's EO policy and to carry out their associated duties and responsibilities under this policy. Crosfields School Trust Ltd guarantees to consider disabled applicants who meet the minimum essential criteria for any vacant post.

Date Reviewed: 23 April 2014