



Job Description

Post Title:	Network Manager
Post Responsible to:	Business Manager
Post Responsible for:	IT Technician

Main Responsibilities

- Be responsible for the administration and maintenance of the School network, data and associated systems:
 - To configure, install and test any new software or hardware.
 - To plan essential maintenance ensuring minimised disruption at all times.
 - Maintain the school IT Asset Management procedure.
 - Monitor and manage any internal and external support contracts.
- Be responsible for the security of the School network data and associated systems.
 - To set up, maintain and remove user accounts where necessary.
 - To maintain regular checks and back ups to secure data.
 - To ensure security maintenance such as password protection for all users.
 - To ensure virus protection is effective for the school network.
- To manage the whole school ICT co-ordination and the analysis and review of new software and advice on suitability.
- To manage and co-ordinate the effective delivery of the IT Helpdesk system.
 - Providing KPI data and making recommendations for improvements to the Business Manager.
 - Respond and solve problems relating to software and hardware and undertake the first line of maintenance.
 - Provide up to date desktop and application support.
- Co-ordinate and undertake the effective delivery of ICT related projects.
- Support and deliver training in the use of ICT systems to all staff.
- Take a leading role in developing the network within the School.
- To liaise and carry out instructions from UCST Head Office.
- To ensure that all ICT based equipment complies with current Health and Safety legislation:
 - Ensure materials and furniture comply with Health and Safety legislation
 - Termly visual checks of all ICT equipment and organisation of PAT testing.



- To arrange technical support, servicing and refurbishment of any ICT related equipment.
- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- Maintain personal CPD in network management and data management at all times.
- As an Employee of Bournemouth Collegiate School you will be required to provide support and cover across all sites as and when required.

Person Specification

	<u>Essential</u>	<u>Desirable</u>	<u>How Measured</u>
<u>Qualifications</u>			
5 GCSE (or equivalent) incl Maths and English	X		Application form
Further/Higher Education in ICT	X		Application form
MCP/MCSE/MCSA	X		Application form
<u>Experience</u>			
Technical support role in an education environment	X		Application form/interview and references
Network management role in an education environment		X	Application form/interview and references
MS Windows Server 2000-2003/Exchange/ISA/SQL/Active Directory/Client Server Management/Backup/Networking	X		Application form/interview and references
Working with young people	X		Application form/interview
Experience of managing a team		X	Application form/interview
Knowledge of ITL/FITS		X	Application form/interview
Evidence of personally maintaining CPD in current and developing technologies	X		Application form/interview
			Application form/interview
<u>Skills</u>			Application form/interview
Excellent written and oral communication at all levels of the organisation	X		Application form/interview
People management	X		Application form/interview



Bournemouth Collegiate School

The best in everyone™

Part of United Learning

Principal:

Stephen Duckitt MA, BEd, BSc, NPQH

Email:

stephen.duckitt@bournemouthcollegiateschool.co.uk

High level of general IT knowledge	X		Application form/interview
Usur of full range of MS Office applications to advanced level	X		Application form/interview
Methodical approach to tasks with good planning and prioritisation skills	X		Application form/interview

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Principal or Business Manager. The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request. It may be reviewed and may be subject to modification or amendment after consultation with the post holder.

Key Skills

The post holder will require comprehensive IT and organisational skills. An ability to work to deadlines, together with a keen eye for detail, whilst multi-tasking is essential. The post holder will possess excellent interpersonal skills with significant experience of working within a confidential environment.

Signed:

Date:

.....
Post Holders name:

Signed:

Date:

.....
Principal: Stephen Duckitt