

**The Marlborough Science Academy
Job Description**

Name:	Date: Sept 2012
Job Title: Network Manager	
Job Purpose: The Network Manager is responsible for the management of the academy's network and ensuring that all aspects of the role support effective teaching, learning, and delivery of the curriculum and academy administration.	
Salary Grade: Starting Salary SCP 34-38 depending on relevant management experience £30131 - £33351	Hours 37 per week 52 weeks per year
Overall Accountability: Director of Finances & Resources (D of F & R) Day to Day Accountability: Director of Finances & Resources	Accountable for: ICT Technician and Apprentice ICT Technician
Key Accountabilities: 1. To be responsible for managing the configuration, maintenance and administration of the academy's network servers 2. To maintain a responsible and secure back up system for the academy's data 3. To manage the provision of technical support for all academy software 4. To provide an efficient and effective ICT diagnostic and repair service to provide solutions to ICT problems for Academy staff and students 5. To maintain the academy's website, staff intranet, digital signage and social networking pages for effective communication with staff, students, parents and the local community 6. To maintain an accurate asset register for ICT equipment 7. To ensure that best value is achieved at all times for all ICT procurement 8. To manage all ICT related contracts, reviewing these periodically and ensuring that SLA's are adhered to by the suppliers 9. To advise on the purchase of ICT throughout the Academy, and to assist with the short - long term ICT development planning 10. To keep abreast of ICT developments both nationally and internationally and advise on the long term strategic view for the Academy	
Key Tasks: 1. To manage an effective, efficient, secure and robust operation of the Academy's network, ICT equipment and systems including completing routine maintenance & checks of Academy ICT systems, back-up systems and data, cleaning, monitoring computer equipment and adhering to the network security processes. To help maintain functionality of specialist hardware and software including (but not exclusively) Microsoft Systems Configuration Manager, Ruckuss wireless systems and SIMS. 2. To be responsible for data back-up and systems security including copying, restoring and storage of media, and maintenance of a virus-free environment 3. To be responsible for the line management, training, development and performance management of the ICT Technicians 4. To be responsible for the preparation of specifications for hardware and software requirements throughout the Academy, liaising with suppliers as appropriate	

5. To assist the D of F & R with identifying, planning, ordering and costing all future developments and upgrades to the Academy's ICT infrastructure
6. To manage the ICT hardware & software budget (overseen by the D of F & R) and to put forward proposed budgets for future years based upon the ICT development plan
7. To ensure that the correct procurement procedures are followed at all times, and that appropriate quotes are obtained/tender documentation prepared as required (as per the Academy's Financial Procedures)
8. To manage the procurement of ICT hardware, software and consumables to meet the Academy's needs and within allocated budget
9. Manage all user accounts and the deletion of redundant user accounts as required
10. Ensure that all staff and students have the appropriate access to systems/software and provide training in the use of hardware and software as required.
11. Work closely with Heads of Faculty/Department to provide curriculum based IT solutions
12. To provide assistance to staff and pupils in using the Academy's ICT facilities, and to prepare facilities for class use and examinations, sharing expertise and where necessary, providing instruction sheets
13. Assessing and supporting the needs of the administration staff to enable them to fully support teaching and learning across the academy
14. To monitor the use of copyright material, including ICT software and to maintain the copyright records.
15. To ensure that monthly audits/stock takes of the Academy's consumables are completed, ensuring that adequate stock is available and purchases are within budgets set
16. To ensure that the Asset Management Register is kept up to date at all times, and that all ICT equipment is security marked
17. To ensure that all ICT contracts are recorded within the Contracts Register and that this kept up to date at all times
18. To be the main point of contact for all ICT contracts, including Capita SIMS
19. To monitor and report any inappropriate use of the ICT network to the D of F & R/SLT
20. Assisting with the management and provision of data as required; compiling reports when required by D of F & R /SLT
21. To manage the provision of an ICT diagnostic and repair service, including contacting outside agencies, co-ordinating arrangements to ensure prompt and successful solutions to ICT problems. To monitor the ICT help desk logging system to ensure all problems resolved or escalated in a timely manner (including providing 2nd and 3rd line support)
22. To manage the provision of technical support for the academy's Virtual Learning Environment, cashless catering (NRS) and SchoolComms software
23. Ensure that the academy's website, staff intranet, digital signage and social media sites are maintained and kept up to date at all times. To respond to requests for changes/additions to these in a timely manner
24. To support the academy with main school events, including amongst others, Open Evening, School Production and parents evenings and also in the preparation of ICT/media resources for these
25. Manage and develop the school's telephone system; liaising with the hardware/software provider as required, and the Estates Manager regarding line faults

General responsibilities

1. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
2. To produce risk assessments, user manuals or training procedures in line with the Academy's procedures
3. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
4. To maintain confidentiality of information acquired in the course of undertaking duties for the department
5. To be responsible for your own continuing self-development, undertaking training as appropriate
6. To attend and contribute to relevant management meetings within the Academy as and when
7. To uphold the ethos and standards established within the Academy and contribute to improvement at all levels
8. To undertake other duties appropriate to the grading of the post as required

Information regarding IT at The Marlborough Science Academy

The Academy has 12 servers running Windows Server 2008 R2, all staff and student workstations and laptops are Windows 7 and we also manage staff iPads. Every classroom is fitted with a projector and audio setup and most have SmartBoards. We also manage the student Virtual Learning Environment (VLE) which is used daily by the Academy for learning. We have a Ruckuss Wifi system that covers the entire school both inside and out on the playing fields.

The Marlborough Science Academy provides a modern, dynamic and challenging work environment with a wide range of opportunities to gain experience in maintaining and developing network IT systems.

Person Specification

- Previous IT software and user problem solving experience in a busy environment - Essential
- Good understanding of Windows based software – Essential
- Good understanding of the set-up of lap top and desk top equipment – Essential
- Previous experience of maintaining asset management registers and supplies of consumables - Essential
- Working knowledge of Windows Server Operating Systems – Desirable

- Working knowledge of SIMS software – Desirable
- Previous experience of working in a school environment - Desirable
- Line management experience and be able to demonstrate the ability to motivate a team and forge positive working relationships - Essential
- Excellent communication skills and the ability to communicate effectively at all levels - Essential
- Ability to organise and prioritise tasks effectively - Essential
- Ability to use initiative – Essential
- Ability to work well under pressure - Essential
- Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy – Essential