



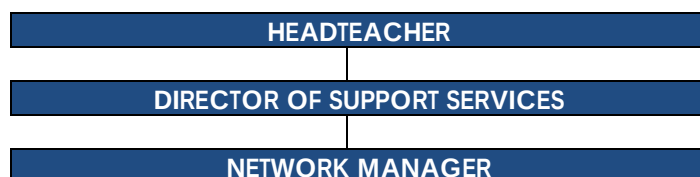
JOB DESCRIPTION

JOB TITLE	Network Manager
GRADE	Principal Officer Scale, Points 40-44 (Dependent on experience) (£35,093 - £38,789 pa). Progression through the pay scale is subject to the outcomes of annual performance management.
HOURS OF DUTY	36.25 hours per week All Year Round. Hours: 8.00am – 3.45pm, Monday - Friday (lunch 30 minutes).
HOLIDAY ENTITLEMENT	28 days holiday, plus bank holidays 5 extra days for staff with over 5 years of continuous local government service
CONTRACT	Permanent
RESPONSIBLE TO	Director of Support Services
RESPONSIBLE FOR	IT Support Staff
ANY SPECIAL CONDITIONS OF SERVICE	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to Disclosure and Barring vetting checks. The school operates a No Smoking Policy.

PURPOSE OF THE JOB

To lead, maintain and develop the schools ICT infrastructure for safe, effective use by pupils, staff and stakeholders.

ORGANISATIONAL CHART:



CONTROL OF RESOURCES

Personnel	:	To ensure all employees have been trained in key areas of their job to meet the requirements of the Academy.
Financial	:	To follow the Academy financial procedures on all procurement matters.
Equipment and Materials	:	Ensure the correct use and storage of any equipment.
Health/Safety/Welfare	:	The postholder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.
Relationships	:	Internal To ensure that contact and communication with staff and pupils is conducted in a professional manner. External To ensure that the client and customers are communicated to equitably and in line with the services customer care policy.
Responsibilities	:	The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

MAIN DUTIES FOR NETWORK MANAGER

- To lead and manage the ICT Network team.
- In liaison with the Director of Support Services, strategically develop the ICT systems for the Academy to further enhance safety, teaching & learning and business continuity for all users.
- To respond to helpdesk incidents reported and promptly investigate, diagnose and resolve software, hardware and network problems.
- To escalate incidents to the external contractors for investigation and resolution where necessary.
- To install, maintain, upgrade/repair a wide range of hardware and peripherals.
- To configure software for installation, updates/applying patches and testing.
- To install and maintain standard network cabling; perform basic diagnostic and recovery routines on network equipment; configure network clients with appropriate server information and software.
- To maintain a comprehensive asset register of all hardware, peripherals and software.
- To be a member of the Support Staff Leadership Team (SSLT).

Management of Information Communication Technology:

- Carry out ICT audits/health checks and self-evaluation activities to identify areas of concerns.
- Identify, plan and cost ICT developments and upgrades in line with the school's ICT infrastructure.
- Management of the school's curriculum and administration network and infrastructure.
- Responsibility for back-up systems and disaster contingencies being carried out as they affect the administration and curriculum networks.
- Ensure data protection applications are current and within the requirements of the Act.
- Ensure appropriate Firewall protection is in place for all stakeholders and liaise with the Designated Safeguarding Lead on the Academy PREVENT strategies.

Communications:

- Conduct individual and group training (for staff, pupils, parents, community groups) on the use of ICT resources.
- Negotiate with suppliers and external contractors.
- Communicate information both within the school and to a wider audience (e.g. staff meetings, leadership team meetings, governors meetings, parents meeting/workshops, training sessions).

Technical Support and Maintenance:

- Manage the day-to-day maintenance of the school's computer systems, including: networks, setting up new accounts, maintain password integrity, internet filters, anti-virus management, emails, printers, IWB, Backups and Print Management.
- Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas.
- Manage the installation of all new computer hardware including wireless, fibre optic and external projects, as required.
- Provide appropriate technical support to curriculum and administration networks.
- Provide technical support and guidance to staff to understand programs, problem solve and generally support them in using software/hardware correctly in the classroom.
- Maintain computers around the school, troubleshooting and organising repairs as required.
- Maintain classroom resources according to the school's policy.
- Maintain the school's computer inventory, insurance list and computer audit.
- Arrange annual inspection and safety testing of computer equipment (in line with the school's existing inspection arrangements).

Personal ICT Development

- Attend relevant courses and meetings.
- Actively seek to broaden knowledge and skills relevant to responsibilities.
- Read online and published materials about the educational use of ICT.
- Keep abreast of ICT developments.

GENERAL DUTIES AND SUPPORT FOR THE SCHOOL

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Assist with other Administrative duties if required.
- Participate in training and other learning activities as required.
- Assist with the organisation, routines and upkeep of the learning environment.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed	Postholder	Date
Signed	Line Manager	Date