

JOB TITLE Assistant ICT Network Manager

BRISTOL GRADE 9

MANAGED BY ICT Manager

RESPONSIBLE FOR 2 staff

Your contract of employment is directly with Gatehouse Green Learning Trust ("the Trust"). Your main place of work will be Redland Green School but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment.

Purpose of the Job

To manage the ICT network to provide

- A learning resource for students
- An effective information system.

Key Job Outcomes

1. Plan and administer the school ICT network to maintain an effective information system that supports learning.
2. Liaise with school managers and GGLT IT Manager to plan new developments in order to keep ICT appropriately updated.
3. Oversee the work of the ICT Technician and E-Learning Technician in order to provide an effective technical support for the network.
4. Plan and administer the budget for ICT in order to achieve best value.
5. Ensure that ICT systems conform to Health & Safety regulations in order to provide a safe working environment for staff and pupils in the school.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the GGLT, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Job Title of Manager