

ENDEAVOUR LEARNING TRUST

JOB DESCRIPTION

Job Title:	Trust Network Manager
Grade:	Grade 8: SCP 25 to SCP 30 £28,785 to £32,878 per annum
Contractual Hours:	Full time 37 hours per week – Full Year
Reports to:	Chief Operating Officer
Responsible for (staff):	ICT Technicians across the MAT and partner school
Main purpose of the Role	
- To take the leading role in ensuring the ICT systems support the business and curriculum needs of the Academies within the Trust. - To take responsibility for service delivery, design and implementation of ICT systems and maintaining a balanced and robust network infrastructure.	
Core Responsibilities & Tasks	
- To contribute to the development and implementation of policies and strategic development plans for the resourcing, management and the use of ICT facilities to ensure that they effectively support teaching, learning and administration throughout the Trust. - To maintain knowledge with respect to relevant technology, equipment, and systems. - To take responsibility for the service delivery and administration of the ICT function. - To contribute to Trust wide policy development from an ICT perspective through membership of appropriate groups, and attendance at relevant departmental or leadership meetings. - To have hands on responsibility for projects, both short term and long term with budgetary control of the Fixed Asset – ICT, Computer Equipment Curriculum, Software / Licensing Curriculum and Computer Equipment Office budgets. - Manage ICT staff and have overall responsibility for their recruitment, induction, appraisal, training, mentoring and effective deployment. - To obtain and evaluate quotations from suppliers for new ICT equipment and software, and to negotiate and monitor contracts to ensure compliance by suppliers and contractors. - To manage and maintain an appropriate, balanced and robust network infrastructure to support curriculum delivery across the Trust. - To ensure that appropriate measures are in place to keep ICT resources secure and to minimise risk of loss of resources and equipment, including security parameters, Virus control, and disaster recovery.	

10. Working with the Child Protection officers and liaising with E-Safe systems, ensure all relevant E-safety procedures are in place, and regularly monitored.
11. To raise standards of ICT provision across all Academies in the Multi-Academy Trust and partner school
12. To ensure that health and safety requirements are met in relation to ICT facilities and their use.
13. To develop, implement and monitor the Trust's policies for data protection, internet use, e-mail use etc.
14. To ensure the law of copyright is observed and that appropriate licenses are in place to minimise risk of claims against the Trust.
15. To manage the ICT network infrastructure, servers and workstations; ensuring that the network is operational during access hours and appropriate back-up protocols are in place and implemented.
16. To devise and implement a regular maintenance programme and systems for resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented.
17. To provide training, support and guidance to students and staff so that they can make optimum use of ICT facilities.
18. To ensure that the Trust's internal and external communication systems (e.g. e-mail, telephones) meet the Trust's needs, are efficient, reliable, and that any faults are rapidly resolved.
19. Working with the Finance Department, complete audits of all equipment and keep an up to date fixed asset log of all ICT Devices.
20. Any other duties as reasonably requested by the CEO/Executive Headteacher

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.