



HALLFIELD SCHOOL

PERSON SPECIFICATION

Network Manager

Essential	Desirable
Qualifications • Minimum 5* A-C grades at GCSE including English and Maths or equivalent Level 2 qualifications. • Recognised computer or network management qualification at NVQ Level 3 or equivalent experience.	• Degree in a computer related subject classification 2:1 or above.
Experience • Recent experience of maintaining computer systems, including: - Fault finding and - Undertaking minor computer repairs • Recent experience of setting up standalone and network personal computers, including: - Installing and configuring network clients and servers; - Virtualised server infrastructure; - Installing and testing software; - Provision of network cable connections; - Working knowledge of computer networking - Installing and configuring computer hardware and software; and - Understanding the Data Protection requirements. • Experience of understanding electrical safety checks.	• Experience of working in an educational establishment. • Experience of producing written guidelines for using software.
Knowledge • To have up to date, excellent knowledge of hardware and software developments to support both education and administration. • Awareness of national educational priorities/awareness of the direction of travel for computing.	• Knowledge of licensing and associated procedures. • Experience of VLEs and Intranets.

• Knowledge of a school MIS system such as iSams, SIMS or CMIS. • Working knowledge of AV equipment. • Experience of hand-held devices and applications (tablets, smart phones).	
Skills and Abilities	
• Effective ICT skills relevant to day to day practice. • Well organised with excellent time management skills. • Well-developed interpersonal and communications skills (including written, oral and presentation). • Problem solving skills. • Ability to work as a member of a team. • Ability to evaluate and monitor the work of team members. • The ability to form good relationships and communicate well with pupils. • Excellent role model. • Sense of humour.	• Ability to undertake research and contribute to the development and production of curriculum support materials. • Ability to work effectively with and command the confidence of teaching staff and senior management within the school.
Other	
• A willingness to work within a School and uphold Hallfield's ethos and aims. • A willingness to undertake continuous professional development.	
Equality	
• To be able to demonstrate an understanding of, acceptance and commitment to the principals underlying equal opportunities.	