



HALLFIELD SCHOOL

JOB DESCRIPTION

JOB TITLE:	Network Manager
CONTRACT	40 Hours Per Week/Full Working Year (with a half hour unpaid lunch)
REPORTING TO:	Director of Finance and Operations

Ethos

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that as Network Manager you will fully contribute cheerfully to the life and work of the school in a positive and enthusiastic manner.

Job Purpose

To provide a high quality Network ensuring all hardware and software is fully supported to facilitate the educational and IT support needs of the school.

Statement of Responsibilities

- To have due regard for the education of all pupils in accordance with the school's aims and objectives as laid down by the:
 - a) Staff handbook
 - b) Website
 - c) School's curriculum and policy documents
 - d) Staff Code of Conduct
- To share in the corporate responsibility for the welfare and positive behaviour of all the pupils attending Hallfield School with due regard for the requirements laid down in the:
 - a) Behaviour policy
 - b) Child Protection policy
 - c) Pastoral documents

d) Health and Safety policies

e) Anti-Bullying policy

General Responsibilities

- To be supportive of the school's ethos; its foundation is based on Christian principles but there must be tolerance and understanding between people of different faiths, cultures and backgrounds.
- To promote the agreed vision and aims of the school.
- To support the development and effectiveness of teamwork within the school environment through developing and maintaining positive working relationships with other professionals.
- To apply the school's policies consistently.
- To attend staff meetings when required.
- To support the wider life of the school attending open days and other school events.

Responsibilities Specific to the Role of Network Manager

- Work with the Head of Computing to ensure that the IT infrastructure (hardware and software) meets the curriculum aims and is developed / upgraded as part of a whole school strategic plan;
- Ensure all hardware and software for teaching is working correctly and maintained in good order;
- Take overall responsibility for the School website, ensuring its functionality, and liaising with the website company where necessary;
- To install, support and maintain the network infrastructure, including the upgrade of software; maintenance of user accounts and regular back-ups of data;
- To manage configurations and changes to IT equipment to support service provision and maintain accurate records of test changes to systems, including auditing software (licences), hardware and IT usage;
- To ensure that all hardware and software for administrative support is working correctly and maintained in good order;
- To support the administration staff in the use and management of databases;
- To support the Bursary team in the use of finance software;
- To support the teaching staff in the use of pupil databases;
- To establish links and maintain contracts with local service providers for the maintenance of equipment ensuring repairs are carried out quickly and in a cost-efficient manner;
- Manage the day to day work of the IT technician;
- Assist the Director of Finance and Operations and the Head Master with the procurement / leasing of IT equipment;

- To keep abreast of new technology in IT and advise the Head of Computing / Director of Finance and Operations as appropriate;
- To support staff training with regard to new hardware and software;
- To produce, bid and maintain a delegated budget for hardware and software each year;
- To maintain a log of hardware issued to departments, areas of the school and individual members of staff
- To work with the Director of Finance and Operations to develop and implement a cyber-security strategy for the School, with tools and processes to safeguard systems and data;
- To advise staff in the correct use of IT in relation to GDPR;
- To ensure that filtering systems are active to minimize the risk to pupils from inappropriate content on the school network;
- To develop and maintain an IT risk register;
- To be aware of health and safety requirements of IT use throughout the school;

Other Professional Requirements

- To attend and participate in staff INSET days as directed.
- To participate in the school professional development and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To provide cover for absent staff for short periods when directed.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.
- To maintain confidentiality at all times and observe the Data Protection guidelines.
- **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with Hallfield School's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Hallfield School's policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Hallfield School's policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services.

Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Signed: _____ *Head Master*

Date: _____

Signed: _____ *Post holder*

Date: _____