



## ST. MARY'S CATHOLIC HIGH SCHOOL

### Role Profile

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|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                        | <b>Network Manager</b>                                                                                                                                                                                                                                                                                            |
| <b>Department:</b>                       | ICT                                                                                                                                                                                                                                                                                                               |
| <b>Grade Range:</b>                      | Grade 8 – Scp 26 - 28                                                                                                                                                                                                                                                                                             |
| <b>Hours:</b>                            | 36 hours per week – Full Time                                                                                                                                                                                                                                                                                     |
| <b>Location:</b>                         | St. Mary's Catholic High School                                                                                                                                                                                                                                                                                   |
| <b>Reports to:</b>                       | Business Manager and Headteacher                                                                                                                                                                                                                                                                                  |
| <b>Responsible for:</b>                  | n/a                                                                                                                                                                                                                                                                                                               |
| <b>Role Purpose and Role Dimensions:</b> | To work with the management team leading the school/centre on a day-to-day and strategic basis in developing the ICT service. Ensure high quality performance through effective monitoring, evaluation, development and best value approach to the use of ICT resources to enable students to achieve their best. |
| <b>Commitment to Diversity:</b>          | As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity. |
| <b>Key External Contacts:</b>            | <ul style="list-style-type: none"><li>• Parents/Carers</li><li>• Contractors and Suppliers</li><li>• Facilities Providers</li><li>• General Public</li></ul>                                                                                                                                                      |
| <b>Key Internal Contacts:</b>            | <ul style="list-style-type: none"><li>• Headteacher</li><li>• Site Manager</li><li>• Business Manager</li><li>• Pupils</li><li>• Staff</li></ul>                                                                                                                                                                  |
| <b>Financial Dimensions:</b>             | <ul style="list-style-type: none"><li>• Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.</li><li>• Be responsible for planning, monitoring and evaluation of the ICT budget.</li></ul>                     |
| <b>Key Areas for Decision Making:</b>    | ICT hardware and software                                                                                                                                                                                                                                                                                         |

## Key Accountabilities and Result Areas:

### Organisation

#### This will involve:

- Be responsible for the planning, development, design, organisation and monitoring of the ICT service and whole school systems/procedures/policies.
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff.

### Administration

#### This will involve:

- Manage and maintain the school's management information system (SIMS.net)
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administrative procedures.
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfES.
- Design, develop and maintain computer systems to support the work of the school.
- Keep abreast of new and emerging technologies.
- Provide and manage training for computer users in the use of different ICT applications.

### Resources

#### This will involve:

- Identify the need for, select and manage resources, including management of resource budget.
- Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
- Manage ICT procurement and be responsible for securing relevant sponsorship.
- Identify the need, and be responsible, for securing appropriate licences.
- Be responsible for devising ICT marketing and promotion strategies for the school.
- Develop ICT work specifications and manage ICT service contracts.

### Responsibilities

#### This will involve:

- To manage the design, development, provision and support of all of St Mary's IT and networking systems to deliver excellent levels of service, performance and availability. These systems will include:
  - Centralised data centre services including enterprise Active Directory deployment
  - WAN connectivity
  - LAN Active Directory infrastructure and wireless platforms

- Server platforms and storage systems (hardware, software and services) VMware & Veeam
- VOIP Telephony
- CCTV Security
- Email Systems
- Photocopying Services
- Door Entry Systems
- Lead the development of the school's ICT Vision plan, and whole school plan working with other senior colleagues.
- Maintain and develop ICT Knowledge. Keep up-to-date with new technologies.
- Provide specialist support as Network Manager, including preparation, and maintenance of ICT resources and support to staff and pupils.
- To provide technical liaison, support and assistance for the delivery and development of school networks and ICT technologies.
- Audit the current provision of hardware and software, ensuring that all equipment and resources meet the demands of the business plan. Investigate the need for new systems and agree requirements.
- Administer and configure all switches and routers ensuring there is an up to date an accurate Network Schematic.
- To proactively make recommendations to ensure network stability and optimal performance.
- To perform and report root cause analysis of major incidents.
- To establish and maintain security preventing unauthorised access to school systems.
- To have oversight of all school's Disaster Recovery Plan, including regularly updating all contents.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- Assist in the school side management and effective running of the cashless catering system and ensuring the efficient registering of students.
- Produce routines to integrate existing and new systems and adapt and configure third party systems to meet the requirements of the service.
- Ensure that all in-house and third party systems are fully tested on implementation or amendment, and that testing is documented.
- Set up IT and other audio/visual equipment for presentations and assemblies where required.
- Demonstrate a willingness and ability to work flexibly, sometimes outside of normal core hours, in order to ensure the School's objectives are supported and that continuity of ICT services are maintained.
- Provide support and training for users in the operation of existing systems.
- Evaluate new software packages against specified requirements.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

## **Health and Safety**

### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

**Job Title:**

**Network Manager**

**Essential knowledge:**

- NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline i.e. hardware, network, and software solutions.
- Excellent numeracy/literacy skills.
- Full working knowledge of relevant policies/codes of practice/legislation.
- An understanding of current communications and network technologies.

**Essential skills and abilities:**

- Ability to interpret advice/statute and to devise policy/practice in the light of these.
- Ability to manage a multi-disciplinary team effectively.
- Ability to relate well to children and adults.
- Ability to persuade, motivate, negotiate and influence.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

**Essential experience:**

- Experience of an ICT environment at a management level.
- Experience of providing first and second line support in a Help Desk environment.
- Experience of managing large networks to maximise performance and quality.
- Experience of managing major software upgrades.
- Experience of specifying hardware requirements for a range of users operating in different environments.
- Experience of evaluating new hardware and software.

**Special conditions:**

- Enhanced DBS check