

JOB DESCRIPTION
St Bede's Catholic College

JOB TITLE:	Senior Network Manager
GRADE:	BG12, SCP 32-35, £35,371 - £39,571 37 hours per week, all year round Monday to Thursday 08.00 – 16.00 and Friday 08.00 – 15.30 (30-minute break)
MANAGED BY	Mr Mitesh Hirani, whole school lead on IT and Computing
RESPONSIBLE FOR	ICT Network Manager

Purpose of the Job

Under the general supervision of Mr Hirani to lead, maintain and develop the college's ICT infrastructure for safe, effective use by pupils, staff and stakeholders.

It is the responsibility of all staff to support in the provision of a good education for all pupils

MAIN DUTIES FOR NETWORK MANAGER

- To lead and manage the IT Services team.
- In liaison with Mr Hirani, strategically develop the ICT systems for St Bede's Catholic College to further enhance safety, teaching & learning and business continuity for all users.
- To respond to helpdesk incidents reported and promptly investigate, diagnose and resolve software, hardware and network problems.
- To escalate incidents to the external contractors for investigation and resolution where necessary.
- To install, maintain, upgrade/repair a wide range of hardware and peripherals.
- To configure software for installation, updates/applying patches and testing.
- To install and maintain standard network cabling; perform basic diagnostic and recovery routines on network equipment; configure network clients with appropriate server information and software.
- To maintain a comprehensive asset register of all hardware, peripherals and software.
- Ensure the correct use and storage of any equipment.

Management of Information Communication Technology:

- Carry out ICT audits/health checks and self-evaluation activities to identify areas of concerns.
- Identify, plan and cost ICT developments and upgrades in line with the school's ICT infrastructure.
- Management of the school's curriculum and administration network and infrastructure.
- Responsibility for back-up systems and disaster contingencies being carried out as they affect the administration and curriculum networks.
- Ensure GDPR regulations are adhered to and underpin all ICT operations.
- Ensure appropriate Firewall protection and activity monitoring is in place for all stakeholders and liaise with the Designated Safeguarding Lead on the Academy PREVENT strategies.
- Follow the Academy financial procedures on all procurement matters.

Communications:

- Conduct individual and group training (for staff, pupils, parents, community groups) on the use of ICT resources.
- Negotiate with suppliers and external contractors.
- Communicate information both within the school and to a wider audience (e.g. staff meetings, leadership team meetings, governors' meetings, parents meeting/workshops, training sessions).

Technical Support and Maintenance:

- Manage the day-to-day maintenance of the school's computer systems, including: networks, firewall, system integrity and security, internet filters, anti-virus management, online SAAS and PAAS services, printers, interactive screens, server infrastructure, backups, print management and service support.
- Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas.
- Manage the installation of all new computer hardware including wireless, Ethernet, fibre optic and external projects and change orders, as required.
- Provide appropriate technical support to curriculum and administration networks.
- Provide technical support and guidance to staff to understand programs, problem solve and generally support them in using software/hardware correctly in the classroom.
- Maintain computers around the school, troubleshooting and organising repairs as required.
- Maintain classroom resources according to the school's policy.
- Maintain the school's computer inventory, insurance list and computer audit.
- Arrange annual audit, inspection and safety testing of computer equipment (in line with the college's existing inspection arrangements).

Personal ICT Development:

- Attend relevant courses and meetings.
- Actively seek to broaden knowledge and skills relevant to responsibilities.
- Read online and published materials about the educational use of ICT.
- Keep abreast of ICT developments.

General Accountabilities

- So far as reasonably practicable, the post holder must at all times promote safe working practices within their work areas.
- Support the Catholic character of the college at all times.
- Work in accordance with college policies and procedures.
- Ensure that the output and quality of work is of a high standard and complies with the high expectation of the college for all employees.
- The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Grievance and Disciplinary Procedures and Contracts of Services.
- All employees participate in an annual review of performance and agree development targets.
- Undertake training appropriate to developing the role.
- The Line Manager for this post will be Mr Hirani, whole school lead for IT and Computing.

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of pupils and the college.

April 2022