



Job Description

Post title: Systems and Network Manager	
Department: Information Technology	Date compiled: 12/09/2023
Salary (FTE): Up to £40,000	Hours per week: 40 hrs (occasional Saturday mornings, especially during term-time) Weeks per year: 52 FTE value: 1.0

Immediate line manager: Head of Digital Services

Job purpose:

- The primary responsibility of the Systems and Network Administrator is to provide the technical expertise needed to deploy and optimise operations of the systems, storage, and network infrastructure across the school. This includes leading the strategic and comprehensive design, management, maintenance, upgrade/replacement, and monitoring of our network to meet the needs of a challenging set of educational and business requirements. The Systems and Network Administrator will demonstrate innovative approaches to solving the unique challenges encountered in a rapidly evolving educational environment and be able to protect our systems and that data that resides on them.

Principal duties and responsibilities:

The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

Principal Duties

- Responsible for all aspects of the network (wired and wireless), server and storage lifecycle, from needs analysis, RFP's and vendor negotiation, selection, installation, configuration, upgrades, and maintenance.
- Secure, update, tune, and monitor all servers, storage, backup systems, networking equipment, and software related to same, including virtualisation, backup, and anti-malware.
- Manage all Active Directory schema activities, including creation and maintenance of all network accounts, Intune, Group Policies, and integrations with outside systems such as LDAP, Microsoft 365, iSams, Salamander, and others.
- Maximise network and system performance by monitoring usage, troubleshooting problems and outages, scheduling updates and upgrades, and collaborating with in-house IT team and external consultants on network optimisation.
- SSL certificate and domain licensing and maintenance.
- Lead, develop, maintain, document, and test business continuity / disaster recovery initiatives.
- Ensure 24/7 availability of services and infrastructure in our production environment. Respond to after-hours emergencies; lead the mitigation and resolution processes.



- Deploy and manage virtualisation and cloud resources to reduce on-prem server count and increase availability of systems.
- Provide expertise and leadership to the IT team in the areas of mobile device management, deployment options, and Intune. Assist the IT team's efforts in troubleshooting complex systems and network issues.
- Develop and maintain internal documentation for key systems and services.
- Proactively monitor and audit the health and availability of our systems and network. Develop and track metrics for utilization, downtime, and related KPI's.
- Use and develop tools and processes to automate tasks, including basic scripting.
- Implement and maintain system and networking equipment inventory and support contracts for same.
- Research, evaluate, and implement new technologies and best practices for networking, systems, storage, and security.
- Assist in the development of the school's on-going Information Systems strategy
- Works closely with the Director of Digital Services to determine scalability and growth decisions, planning, and implementation.
- Comply with all department and school policies and procedures.
- Performs other duties as needed.

Other duties

The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, such as a requirement to work outside normal office hours dependant on the needs of the business.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Job description drawn up by	Human Resources	Date: 12/09/2023
Approved for department by	Head of Digital Services	Date: 12/09/2023