

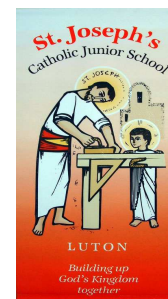
JOB DESCRIPTION

TITLE: Network Manager

SCHOOL: St. Joseph's Catholic Junior School

RESPONSIBLE TO: Head teacher /Deputy/Assistant Head teachers/SLT

GRADE: L5 Point 24 - 27



PURPOSE OF POST: To provide high quality and timely ICT support services to the ICT department with particular reference to all computer hardware and software used by staff and pupils across the school.

ORGANISATION CHART: Please refer to school staffing structure

PRINCIPAL RESPONSIBILITIES:

1. Ensure that ICT hardware and software across the school is at all times functional and ready for use in accordance with curriculum and other requirements, responding quickly to problems.
2. Undertake minor repairs as required and arrange if necessary for external organisations to carry out more substantial and complex repairs and technical upgrades.
3. Maintain all necessary records including inventories and details of equipment checks as necessary. Distribute equipment and maintain an inventory.
4. Assist the School Leadership Team and ICT subject leader in planning for and securing improvements and developments in ICT; this includes, as directed, ordering new hardware, software and supervising its installation.
5. Act as network manager for the school's network(s), installing and removing software, monitoring its use, capacity and security, undertaking housekeeping tasks and taking any remedial action as required to ensure its efficient and smooth running.
6. Provide technical problem solving on hard and software issues and problems to teaching and other staff as appropriate.
7. Ensure that ICT equipment and work stations meet the requirements of health and safety legislation and are maintained in a clean and safe manner.
8. Coaching school employees in the use of software and hardware. Attend training and meetings and disseminate to staff.
9. Update and maintain the school website as required.
10. Introduce and support staff and pupils in ICT initiatives and clubs/activities as required.

DIMENSIONS:

Supervisory Management: None

Financial Resources: As per delegated budget

Physical Resources: Responsible for the efficient and effective operation of ICT resources and the school's computers – up to 200

Other: N/A

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

Physical Effort: Some occasional (weekly) requirement to move computer equipment.

Working Environment: School

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of the use of a range of ICT equipment and applications	1,2		
Skills/Abilities	Able to give clear and concise guidance to others	1,2		
	Able to keep accurate records	1,2		
	Able to plan own workload and meet tight timescales	1,2		
	Literacy skills to read and understand technical language and instructions	1,2		
Equality Issues	Able to recognise and act upon the more common forms of discrimination.	1,2		
Specialist Knowledge	Demonstrable knowledge of technical aspects of ICT including network management	1,2		
	Demonstrable knowledge of technical developments in ICT	1,2		
	Some knowledge of internet technology	1,2		
Education and Training	Willing to undertake job related training	1,2		
Other Requirements				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to; Equal Opportunities, Health and Safety, Data Protection Act (1984 & 1998).