**Job Description**

**Post:** ICT Network Manager

**Pay Range:** NJCScale P02 - P06 (SCP 34-38)

**Responsible to:** Facilities & Premises Manager

**Responsible for:** ICT Technicians

**Prime Objectives of the Post:**

To lead and manage a team to procure, operate, maintain and develop all ICT systems and services.

To ensure that ICT infrastructure and systems work effectively and efficiently, so that pupils and staff always have the best access to a fully operational ICT service.

To provide technical expertise and project management skills to allow for strategic planning in the best use of ICT, and develop these in the future to meet the changing needs of the Academy and the wider Multi Academy Trust.

**Main Duties and Responsibilities**

**Specialist Function**

1. To be responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance and development of the Academy’s ICT hardware, software, and network infrastructure, including: servers, wired and wireless network devices, network security, system performance, switch management, workstations and mobile devices, print management service, IWBs and projectors, email system, remote access, Helpdesk, broadband services, VLE.
2. To be responsible for and develop the system recovery processes and backup procedures to ensure against loss of data through error, abuse, malfunction or disaster.
3. To provide leadership to the ICT team in overseeing the day-to-day operation of the ICT services, ensuring their operational efficiency to support teaching and learning, Academy management, administration service, and other Academy functions.
4. To work with the Facilities & Premises Manager and Leadership Team to further develop the ICT infrastructure and services to meet the strategic vision for the Academy and Trust.
5. To plan for major developments of the ICT services and project manage their implementation with a structured and tested approach that ensures full and complete operational continuity.
6. To be responsible for long and short term planning and managing of the ICT budgets in conjunction with the Finance Director.
7. To effectively communicate (verbally and in writing) technical information at an appropriate level, and in a suitable style, having assessed the audience.
8. To negotiate and secure the most cost-effective solutions for third-party licensing and specialist support services.
9. To ensure the maintenance of records is kept up to date including software licences, configuration details, and a full and complete ICT Asset Register.
10. To ensure that the Academy is compliant with all current legislation and best practice principles relating to ICT and data e.g. data protection, licensing requirements.
11. To advise the on recommendations for user account policies for pupils and staff, and contribute to the writing and reviewing of ICT AUPs.
12. To be responsible for ICT health and safety systems and maintain full and up to date departmental Risk Assessments.

**Curriculum Development**

1. To investigate and be aware of improvements, alternatives and more innovative use of ICT in the curriculum including e-learning technologies and enhanced learning environments.
2. To provide high quality expert advice to the Leadership Team on developments in the use of ICT for education, including recommendations for purchasing related equipment.
3. To provide support in the use of ICT and media equipment and to work with curriculum staff in the use of these facilities.
4. To lead on the use and development of ICT at member schools as they join and expand the Multi Academy Trust, and determine a system of providing ICT support appropriate to their needs.

**Leading and Managing Staff**

1. To be responsible for the line management and performance management of ICT technicians.

2. To contribute to the professional development of the Senior Technician and mentor his/her development in the role to increase senior capacity and aid succession planning.

3. To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

4. To be responsible for the ICT Support Staff’s health, safety and welfare.

5. To manage ICT budgets and ensure they are met and observe all the Academy’s financial regulations including the principles of Best Value, Value for Money and Standards of Public Life.

6. To liaise with the PFI provider company in all matters relating to ICT systems and ensure the Academy receives first class services and support when necessary.

**General**

1. To develop effective working relationships with the Academy’s partners and other agencies, and to always represent the Trust in a professional and supportive manner.
2. To assist the Headteachers and Governors in responding to local and national drivers affecting the Academy.
3. To take part in any CPD activities appropriate to the role.
4. To undertake any other professional duties as required by the line manager and/or the Headteachers.