



Job Description

Job Title:	Network Manager
Start Date:	Friday 1 st June 2018
Salary:	H9/M1, depending on experience
Accountable To:	Business Manager
Job Purpose:	To ensure that the school network is effectively managed and maintained and that the current and future needs of the school are catered for.

MAIN AREAS OF RESPONSIBILITY

- Maintain and develop the schools I.T network and systems ensuring that the ongoing operation is maintained to support the requirements of the school. Investigate and resolve faults with minimal disruption to the normal operations of the school.
- Proactively manage the school servers completing updates as required. Install and configure new servers as and when required and complete server replication when needed.
- Complete updates for all I.T. systems at the school including but not limited to; CMIS and FMS. Develop the school's management information system CMIS to meet and support the changing demands of the school and resolve issues to the system when required liaising with the support team where necessary.
- Complete regular backups of the school I.T. systems ensuring that should the systems fail they can be restored with accurate data and minimal disruption to the normal operations of the school.
- Maintain and manage the schools I.T. security systems ensuring that the network is protected at all times, including but not limited to; management of the school's anti-virus software and encryption of data and devices where needed.
- Provide support to whole school I.T systems including but not limited to; telephony system, cashless catering, online payments, school email, library systems. Completing upgrades as required and investigating new systems that can be implemented to support the development of the school
- In conjunction with the senior leadership of the school develop a short, medium and long term strategic plan/vision on delivery of I.T systems and infrastructure at the school. Identify solutions and future developments to enhance the schools I.T. offering. Lead the implementation of these when needed liaising with relevant contractors/suppliers as required.
- Oversee the support structures for whole school I.T. support. Manage/lead the team of I.T. support staff and ensure all support requests are responded to in line with expectations with minimal disruption/impact to normal school operations. This will include delivery of the schools printing solution and overseeing the I.T. inventory.
- Deliver training to the IT support team to support the changing and growing demands/needs of the school and reflecting new developments in the IT industry. Deliver whole school training on new IT systems when required and to support teaching and learning.
- Develop links with consortium and local schools to share best practice, knowledge and understanding to support delivery of 21st century IT provision for the school.

- Manage the allocated I.T. Budget for equipment, software and capital investment ensuring that best value is delivered and resources are available to ensure the ongoing delivery of I.T systems at the school.
- Support the school's exams manager by setting up and managing all online exams and other software requirements.

GENERAL

To take part in:

- Professional development and training
- School performance management process
- Any other reasonable duties as requested by the Senior Management

PERSON SPECIFICATION

- A levels / degree equivalent qualifications
- Evidence of taking initiative
- Reliable and trustworthy
- Confident and assertive
- Capable of managing difficult situations
- Excellent communication and interpersonal skills
- Flexible and adaptable
- Willing to take responsibility and be accountable
- Ability to build positive relationships

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service check.