NORTH LEAMINGTON SCHOOL

**JOB DESCRIPTION**

**Title of Post: Network Manager**

**Salary/Grade: Band J, Points 31-34**

**Hours: 37 Hours Per Week, Full Time (52 Weeks)**

**Responsible to: Business Manager**

**Purpose of Job:** To be responsible for the development, management, implementation and maintenance of the school’s ICT systems (curriculum and administration), maximising the benefits of these to student learning and staff/school effectiveness.

**Key Tasks & Responsibilities:**

**Strategic Planning**

* Prepare management information and advice for the Senior Leadership Team (SLT) on matters relating to ICT development and funding
* Support with the preparation of action plans and strategic plans for the development of the curriculum and administrative uses
* To inform SLT of the future necessary software and hardware network upgrade requirements and obtain competitive quotes
* Plan for major developments of the ICT service and manage their implementation.
* To proactively contribute to the creative innovation and delivery of ICT services throughout the school.

**Management of School’s ICT Networks**

* Manage, develop and upgrade the network infrastructure
* Maintain and update ICT asset records and capital replacement plans
* Maintain the school’s server infrastructure
* Ensure the network is operational (including home access) and resolve failures in hardware and software
* Manage active network components.
* Maintain internet filtering systems.
* Devise and implement improvements to the school back-up, virus protection and security policies.
* Assess risks and develop recovery procedures for key ICT systems; identify failing systems and suggest solutions.
* Check and maintain the schools ICT resources for safe and effective use
* Ensure that the school complies with Health & Safety legislation in relation to ICT hardware and usage
* Ensure that the school complies with legislation, regulation and best practice principles in matters relating to data protection, computer misuse, copyright, email security etc.
* Lead from an ICT perspective to ensure full compliance with the GDPR (General Data Protection Regulations).
* Ensure accurate recording of support requests, outcomes and time taken in the support log.
* Produce and analyse reports on support requests for management purposes; advise the school’s leadership team on possible training activities based on support log analysis.
* Maintain and extend personal expertise in specific areas of ICT to provide appropriate advice and support.
* Stay up to date with published materials about the educational use of ICT and utilise this knowledge proactively.
* Regularly access key ICT education web sites to keep abreast of changes and developments.

**Budget Management**

* Purchase consumables and maintain stocks following school procedures.
* Track expenditure against a budget and produce simple estimates for planned expenditure on consumables and similar; purchase lower value items following school procedures.

**People Management**

* To lead, manage and coach the ICT Technician team, promoting and ensuring team working and cooperation.
* To support in the development of the ICT Technician Team.

**General Requirements:**

All school staff are expected to:

* Maintain confidentiality according to organisation and legal requirements
* Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
* Undertake other such reasonable duties as may be required from time to time
* Work towards and support the school’s vision and objectives
* Be aware of, and follow the Child Protection Policy
* Support and contribute to the school’s responsibility for safeguarding students
* Work within the school’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors
* Work within the school’s Diversity Policy to promote equal opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
* Engage actively in the performance review process
* Show a willingness to undertake training and professional development either inhouse or externally

**Context of Post**

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report 2014.

**Renegotiation**

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

**Safeguarding Statement**

North Leamington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature: (Postholder) Date:

Signature: (Headteacher) Date: