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| **JOB DESCRIPTION** |  |

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| **School: Newbury Academy Trust** | **Location: Newbury** |
| **Job Title: IT Network Manager** | **Grade/Salary Range:**  |
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| **JOB PURPOSE** |
| The Network Manager is a pivotal role that will play a crucial part in the delivery of the Trust's IT systems and in the implementation of the IT strategy and vision.  The Network Manager and their team will have the responsibility for the management and controlling of all technical aspects of the installation, configuration, operation, maintenance, availability and security of the Trust's network, hardware and software. The role will oversee all three of the Trust’s schools. |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Management Responsibilities** * Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the Trust’s ICT hardware, software and network infrastructure.
* Carry out maintenance, repair and upkeep of all applicable hardware and software, minimising and responding to downtime where applicable.
* Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse, malfunction or disaster
* Develop and implement an effective system security strategy to ensure the protection of the network from both internal and external threats.
* Work to achieve best value for money in terms of purchasing and maintaining systems.
* Maintain an inventory of software and hardware.
* Develop and upgrade systems in line with current technologies
* Ensuring that software licences are obtained and kept up to date.
* Ensure efficient deployment of computer hardware in the school sites in line with Trust policy and in response to the Business Manager
* Ensure prompt action for the repair of equipment under warranty or maintenance contract.
* Responsible for site surveys/risk assessment for new projects/installations, coordinating and overseeing installation progress and quality of work.
* Ensure smooth running of the ICT service desk for all stakeholders.
* Source and assess technical expertise from third party suppliers as required.
* Undertake any other similar duties as required.

**IT Strategy*** Make recommendations for strategic IT development to the leadership team and Governing body.
* Work with the Senior Leadership Team and key personnel throughout the Trust to ensure that their IT needs are understood, and develop the potential of IT in all academic and support areas (in conjunction with Trust Business Manager).
* Work with the Trust Business Manager to further develop and implement policies, procedures and standards for the use of IT, including e-safety, health and safety, asset disposal, receiving and testing IT equipment, data protection, internet use, email, security and IT resource management within the Trust and monitor adherence to the policies and standards.
* Ensure that the Trust delivers high quality IT services which are competitive with those offered by other leading providers.

**Leadership, Management and Training*** Ensure that training on the use of hardware and software within the Trust is offered to all staff at appropriate times and at relevant levels.
* Advise teachers, support staff and students on the use of software and hardware including technical and specialist information.
* Line manage the ICT Support Team, undertaking their annual review and development interviews using the Trust appraisal system.

**Budgets*** In conjunction with the Trust Business Manager advise on the IT Capital and Revenue budgetary requirements, arrange the sourcing of resources, manage income and expenditure and ensure best value for money for IT spend.
* Responsible for ICT support budget
* Ensure the Finance department has sufficient information to maintain a full inventory of IT assets and consumables, including planning for replacements on an appropriate timescale.

**Other Key Tasks:*** Attending other ICT related meetings, fairs and conferences to ensure all systems and resources are up to date and in line with current practices and technologies; advise and support on resulting developments.
* To ensure that statutory requirements are met as they impact on the Trust.
* To attend required meetings with colleagues relative to duties outlined in this job description and in line with our published schedule.
* To participate in Trust Evaluation and INSET in the following areas of the curriculum: -
1. ICT
2. Pastoral including Child Protection
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| **SCOPE OF JOB (Budgetary/Resource control, Impact)**  |
| Budget holder for the ICT budget |

May 2018

**This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

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| **PERSON SPECIFICATION** |  |
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| **Job Title:** IT Network Manager | **School:** Newbury Academy Trust |
| **Reports to (job title):** Business Manager | **Location:** Newbury |
| \* E = Essential Criterion (required at point of recruitment)D = Desirable Criterion (can be developed over time) |   |
| **KEY CRITERIA \* E/D ?**  |
| **Qualifications & Experience*** ICT qualification or equivalent experience
* Experience of working in a service desk environment
* Experience of management and supervision of staff
* Experience of preparing and monitoring budgets
* Previous experience of the management of ICT provision and strategy.
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| **Knowledge*** Windows 7, 10 and MacOS operating systems
* Microsoft Office 2010-2016
* Managing a domain using Windows Server 2008-2016
* Knowledge and experience in using server hardware, SAN architecture and VMWare Virtualisation
* Working knowledge and understanding of Active Directory DNS, DHCP and Group Policy
* Configuring and supporting Firewalls
* VoIP Telephony systems
* Backup systems and understanding backup routines
* Management of WAN and LAN architecture
* Switch configuration (with VLANs and routing)
* Management of a wireless network system
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| **Work-related Personal Qualities** * Ability to lead a team and motivate others
* Able to work well under pressure and prioritise tasks accordingly
* Ability to make key decisions in a timely manner
* Strong communication skills with all stakeholders
* Strong organisation and administration skills
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| **Other Work-related Requirements*** Suitability to work with Children
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