

Role Title: Network Manager

Grade: Grade 8

Working Pattern: 37 hours/week, whole year

Responsible to: Business Manager/SLT ICT Curriculum Leader



Statement of Purpose

Under the direction of senior staff, oversee all technical aspects of the school's ICT resources and to ensure effective and efficient running of the networks.

Support for Pupils and Staff

- Provide pupil user support in relation to the IT systems in conjunction with teaching staff.
- Produce support documentation for staff and students as appropriate
- Provide extensive training, support and guidance to staff on the school ICT systems and any updates and amendments.
- To support and train where appropriate both admin and teaching staff in their use of different applications, including SIMS.net.
- To support staff CPD by providing access and information on courses from external providers in use of ICT resources for both curriculum and admin systems.
- Oversee the distribution of staff laptops.

Line Management

- Line management responsibility for staff.
- Liaise between managers/teaching staff and ICT Technician staff
- Hold regular team meetings with ICT Technician staff.

Support for Audio-visual Systems

- Maintain the school's AV systems.
- Advice on the provision and use of AV equipment.
- Monitor and develop the use of the internet and intranet.

Manage Technical Support in the School

- To lead the ICT Technical Support Department and to manage both the school's curriculum network (RM Connect 3) and its administration network (SIMS.net).
- Input into whole school strategic development of ICT as a member of the ICT Committee.
- Knowledge and oversight of whole – school networking topology, connections and components.
- With school ICT co-ordinator, implement whole school policies on data protection, ICT resource management, security, Internet acceptable use and monitoring.
- With school ICT co-ordinator liaise with LEA on ICT resource development.
- Create orders for ICT hardware and software.

- Maintain stock of whole school ICT consumables through order creation and consumable management.
- Obtain quotes from external suppliers for network cabling, hardware installations and ICT equipment configuration.
- Co-ordinate with curriculum departments, school site manager and external suppliers to ensure the provision of none ICT hardware where it is required for the use of ICT, i.e. power sockets and computer desks.
- Monitor Internet and e-mail logs.
- Produce and regularly update ICT action plan with reference to obtaining quotes, hardware and software installation, ICT order schedule, migration/integration of network, network housekeeping, etc.
- Maintain an up-to-date record of all software licencing.

Support for Administrative Process

- Obtain quotations for ICT developments from the Senior Leadership Team and other suppliers.
- Ensure appropriate stock control systems are in place.
- Manage the budget for ICT consumables.
- Ensure stocks of ICT consumables are available.
- Ensure ICT equipment is maintained in good working order.
- Liaise with external suppliers for orders of repairs and equipment.

Technical Support to School

- Technical tasks on networked computers and client/server networks – both admin and curriculum.
- Configure items of equipment, including building workstations for use on a network; networking data projectors and Interactive Whiteboards; maintaining a library of drivers and configuration files.
- Unpack and install ICT equipment such as new computers and peripherals, and enter all new equipment into an inventory file.
- Install updates, ensure backups are taken on agreed timetable, keep tapes secure, archive data and assist with data export for school administrative systems. Liaise with third party support agents.
- Diagnose and report faults to the LEA ICT Support Services or maintenance contractor.
- Build applications for use across a network. Install and configure management applications.
- Liaise with supplier or contractor in fixing simple faults not requiring a site visit.
- Network management user maintenance, allocating resources to users, maintaining user, public and shared folders and desktops.
- Check and re-fit printer toner and cartridges.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification

Network Manager

Level 3

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Experience of network management. • Experience of hardware and software implementation and problem solving in an ICT environment. • Supervisory experience. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ level 3 for IT Professionals, or equivalent qualification or experience. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Good working knowledge of current computer operating systems and other relevant systems. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Good communication skills. • Ability to relate well to children and adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail 	AF/

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the school development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Takes quick and effective action. • Demonstrates focused implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued. • Provides timely, sensitive and honest feedback on performance. • Is accountable for own development and encourages the ownership of development needs amongst team members. 	<p>AF/I</p>
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***

- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***