Job Description – ICT Manager

Grade 7, £28,485 pro rata, Term time only 39 weeks with an additional 2 weeks paid work in school holiday times

Responsible to: Executive Headteacher, Heads of School and Assistant Headteachers with ICT responsibility

The Network Manager will be responsible for maintaining an ICT infrastructure that is secure, reliable, robust and resilient and supports all aspects of teaching and learning across the campus.

Operational Responsibilities

- To fully support the School's vision and values.

- Responsible for the operational availability of all ICT, including (but not limited to);

    o Virtualised Server Environment (Hyper-V and VMWare)
    o Server Infrastructure (Server 2008, 2012 R2 & 2016, AD, DNS, DHCP etc)
    o System Centre Configuration Manager
    o End User Devices (Windows 8.1, Windows 10, desktops, laptops, iPads, iPhone)
    o Interactive White Boards and other AV equipment
    o Wired Infrastructure (HP Switches, Internet Filtering)
    o Wireless infrastructure (i.e controller / AP management)
    o Backup & Disaster Recovery
    o Management of user permissions/access rights across a single domain multiple site Active Directory Topology
    o Email and calendar
    o Remote access solutions

- To proactively manage ICT across the campus to ensure ICT issues are prevented where possible.

- To prioritise, investigate and manage ICT issues to resolution escalating where appropriate, and provide clear communication with all stakeholders.

- To manage all school owned ICT assets including procurement and appropriate disposal and ensuring an accurate ICT asset register is maintained.

- To proactively manage all 3rd party supplier relationships (for example; SIMS, telephony etc.) to ensure excellent value and contract compliance.

- To ensure effective ICT backup policies and procedures are in place, and that regular testing of the backup processes is completed to provide continued assurance and confidence.

- To ensure compliant ICT Policy is deployed and that all users are aware of the policy. Where appropriate deliver awareness training to key stakeholders to ensure that responsibilities under the policy are understood.

- To perform regular audits of ICT permissions.

- To monitor the use of ICT systems and report inappropriate behaviour to the relevant person under the terms of the school's policies relating to child protection, e-safety and data protection.

- To work with the ICT Assistant Head in the effective management of individual projects aimed at developing the existing ICT systems in the school.

- Identify needs and offer software support and training when needed.

- Ensure ICT contributes to the school's sustainability targets and aspirations.

Person Specification – Network Manager

Selection Criteria	Method of Assessment	Essential	Desirable
At the shortlisting stage, when the governors evaluate application forms and supporting letters, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the essential and desirable (where appropriate) criteria listed below.			
1 Qualifications and Training			
1.1 Working knowledge of most or all of the following: Virtualised Infrastructure (Hyper V, VMWare ESXI, VSphere & VCentre) Windows Server 2008, 2012 R2 & 2016 Active Directory Management and Maintence (inc DNS, Group Policy, DHCP) System Centre Configuration Manager (Windows Updates, End Point Protection and OS Deployment) Managed Wireless Infrastructure (i.e controller / AP configuration) Wired Infrastructure (HP ProCurve Switches or equivalent), knowledge of working within multiple subnets Web Filtering Mobile Device Management (Apple VPP, iPad/iPhone/Android) Googles Apps for Education (or equivalent i.e. Office 365) Sims (Database Backups, Sims deployments, Sims Updates) – or equivalent MIS/SQL knowledge Backup & Disaster Recovery Solutions (database backup, file server, VM) Information Security Knowledge (i.e. implementation of 2-form factor authentication, device encryption, app locker, password policies etc)	Application form/Interview	✓	
2 Experience			
2.1 Experience of supporting a network in an educational or similar environment	Application form/Interview		✓
2.2 Experience of managing people	Application form/Interview		✓

Selection Criteria	Method of Assessment	Essential	Desirable
2.3 Experience of managing budgets.	Application form/Interview	✓	
3 Knowledge & Understanding			
3.1 Understanding of the impact of Health and Safety and Data Protection / GDPR legislation in the context of ICT.	Application form/Interview		✓
3.2 Some knowledge of safeguarding and child protection legislation.	Application form/Interview	✓	
4 Skills			
4.1 The ability to communicate effectively with all stakeholders and members of the school team, including staff; students, governors and parents	Application form/Interview	✓	
4.2 Comfortable working under pressure and the ability to meet deadlines.	Application form/Interview	✓	
4.3 Excellent organisational and technical skills.	Application form/Interview	✓	
4.4 The ability to challenge, support, inspire and develop staff.	Application form/Interview	✓	
4.5 Problem solving and prioritisation skills.	Application form/Interview	✓	
5 Personal Attributes			
5.1 Personal integrity and the drive to decide and implement what is best for the school	Application form/Interview	✓	
5.2 A high level of initiative and enthusiasm.	Application form/Interview	✓	
6 References			
6.1 Positive recommendation(s) in professional references		✓	
6.2 CRB (E) clearance/no adverse outcomes from the DBS check		✓	