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**JOB DESCRIPTION**

**Trust Network Manager**

**Responsible to:** Business Manager

**Responsible for:** The support, management and development of ICT.

**Liaising with:** Governors, Head/Deputies, teaching and non-teaching staff, LA representatives, external contractors and students.

**Salary/Grade** P02, NJC point 35 to 38

**Working Time** 37 hours per week

**Disclosure level** Enhanced

**PURPOSE**

1. To take responsibility for the service delivery and administration of the IT function.
2. To have hands on responsibility for projects, both short term and long term with budgetary control of the Fixed Asset – ICT, Computer Equipment Curriculum, Software / Licensing Curriculum and Computer Equipment Office budgets
3. To line manage the IT technical team.
4. To target the development and deployment of ICT within the academy to provide a technologically advanced platform to support the provision of outstanding teaching and learning.
5. To manage and maintain an appropriate, balanced and robust network infrastructure to support curriculum delivery across the academy.
6. To facilitate and encourage the use of ICT resources to support an environment where staff and students can achieve their full ICT potential.
7. To raise standards of ICT across all schools in the Multi-Academy Trust (MAT).
8. To lead on all matters relating to IT across all schools in the MAT.
9. The lead in the design and implementation of systems, policies and procedures to ensure IT legislation is met in relation to the MAT.
10. To provide effective and efficient financial and personnel management in relation to IT, at all schools within the MAT.

**MAIN DUTIES**

**Infrastructure and Maintenance**

1. Manage the MAT’s network infrastructure including:
   1. Servers
   2. Internet Access
   3. Wired and Wireless Network devices
   4. Network and data security
   5. System performance
   6. Network infrastructure
   7. MIS
   8. Workstations and laptops
   9. Software
   10. Interactive whiteboards and projectors
   11. Printers
   12. E-mail systems
   13. Virtual learning environment
   14. School Website
   15. Phones
   16. CCTV
   17. SIMS
   18. Safeguarding server
2. Provide advice on networking, purchasing and any relevant contractors.
3. Develop hardware, software and the network solutions throughout the school, to meet curriculum and administrative needs.
4. Ensure that the network is operational during access hours and appropriate back-up protocols are implemented.
5. Responsible for regular maintenance programme and resolving failures in hardware and software and ensuring appropriate “housekeeping” tasks are implemented.
6. Monitor the use of hardware and software and ensuring all legal obligations are maintained.
7. Maintain firewalls across the MAT creating site to site connections and ensuring a safe and stable connection in and out of school.
8. Maintain the technical side of the CCTV systems.
9. Act as a point of contact for all external suppliers and support contractors.

**Development**

1. Develop, implement and monitor the schools practices for data protection, internet use, e-mail, security and ICT resource management.
2. Ensure the preparation and maintenance of documentation, manuals and user notes.
3. Provide support and guidance to pupils and staff in the use of ICT and provide feedback to pupils using specialist skills/training/experience.
4. Train staff on a wide range of applications used in school.
5. Produce audits and reports on ICT use and costs to demonstrate best value in provision of products and services.
6. Responsible for setting up security parameters and ensuring virus checks are implemented.
7. Improve E-Safety and Safeguarding technologies across the MAT.

**Desktop & Application Support**

1. Perform a wide range of hardware repairs and upgrades.
2. Detect, diagnose and resolve most PC, printer and peripheral device faults.
3. Follow instructions to install and upgrade client/server applications (such as the school’s MIS).
4. Identify and install essential software patches.
5. Identify application compatibility issues.

**Strategy & Planning**

1. Have an overall view of the capabilities of the school’s ICT service and contribute to continuous improvement to meet future needs.
2. Plan for major developments of the ICT service and project manage their implementation.
3. Generate a rolling 3 year MAT ICT development plan to be reviewed yearly.
4. Provide strategic vision and leadership across all ICT functions of the MAT.
5. Oversee all ICT contracts.
6. To ensure the MAT complies with statutory requirements such as the Data Protection Act and the General Data Protection Regulation (GDPR).
7. Support recruitment of technical staff.
8. Identify potential sources of money saving across the MAT.
9. Develop IT Policies and Procedures across the MAT.

**Budget & People Management**

1. Ensure ICT across the MAT achieves best value and is fit for purpose.
2. Support the full range of financial planning for ICT including purchasing and help to estimate future budget requirements.
3. Line Manager for ICT Technicians including their induction, training and performance management.
4. Line Manage IT Technical staff across the MAT.

**Health & Safety**

1. Implement and make modifications to relevant H&S procedures (including e-safety).
2. Undertake a risk assessment for every activity.
3. Advise other staff of H&S aspects of proposed developments.
4. Arrange for the collection and/or secure disposal of old equipment.

**Staff Development**

1. To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas including technical knowledge and application to education.
3. To engage actively in the Performance Management Review process.
4. To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Communications**

1. To communicate professionally with staff and students.
2. Where appropriate, to communicate and co-operate with persons or bodies outside the school.
3. To follow agreed policies for communications in the school.
4. To co-operate with staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.

**School support:**

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
2. To promote actively the school’s corporate policies.
3. To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.
4. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
5. 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 this job description.
6. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

