



OAKLANDS SCHOOL

JOB DESCRIPTION NETWORK MANAGER

REPORTING TO:	School Business Manager
RESPONSIBLE FOR:	Senior ICT Technician
WORKING HOURS:	35 hours a week, Full time, All Year Round
ANNUAL LEAVE :	28 - 33 days (Depending on continuous service entitlement) <i>(To be taken during school holidays except up to 2 weeks during term time but no more than 1 week at a time)</i>
SALARY:	PO1 – PO2 (28-33) - £43,308 - £46,437

Purpose of the Role

- To take responsibility for the administration, security, and performance of the school's infrastructure and associated systems.
- To ensure critical services and systems are secure and maintain high availability, performance, resilience and compliance with safeguarding and data protection standards.
- To run IT projects and work with the IT, Data and Senior Leadership Team to align IT systems and hardware improvements with the school's Digital Strategy

Duties & Responsibilities

General Duties

- To be responsible for the administration, security and performance of the school's infrastructure.
- To undertake development work to enhance existing systems or to assist in the preparation of new solutions.
- The post-holder will manage the training of staff to make use of new IT facilities.
- Develop school policies and procedures for the use of ICT within the school environment, covering areas around data security and data protection.
- Monitor and maintain IT system security and backups
- Manage IT network components (switches, routers)
- Manage and support the current A/V requirements of the school, including interactive whiteboards, projectors, and cabling.
- Support all software in use by the school

- Develop and maintain comprehensive system documentation, including network topology, server architecture, and asset registers.
- Manage the deployment of staff and student devices and all necessary tasks involved therein
- Under the guidance of the School Business Manager, manage IT initiatives and infrastructure projects, ensuring these are executed successfully and aligned with the school's objectives
- Implement IT policies and procedures, including Bring Your Own Device (BYOD) guidelines, to ensure security, compliance, and effective use of technology across the school, conforming to the best practice of digital standards.

Communication

- Provide regular reports to the School Business Manager on system effectiveness and recommend improvements.
- Create clear technical and instructional documentation for staff, students, and the IT team.
- Communicate priorities and progress effectively to stakeholders, ensuring transparency in IT operations.
- Support staff and students with IT equipment and provide guidance where needed.

Department

- Line manage Senior IT Technician, delegating tasks and ensuring completion to a high standard.
- Conduct regular team meetings to maintain technical knowledge, highlight priorities and address challenges.
- Provide advice, support, and training to IT Technicians
- Foster a collaborative and high-performing IT team culture.
- Manage the IT Support Service Desk, including prioritising and actioning support requests and overseeing asset management.

Financial Management

- Be responsible for day-to-day ordering, procurement and asset management of IT equipment, cabling and consumables, ensuring compliance with financial controls and processes.
- Work with the School Business Manager on larger projects, including tenders for IT resources
- Support the School Business Manager with effective management of the IT budget

Professional Responsibilities

- To promote, facilitate and deliver excellent educational outcomes for all
- To keep abreast of technological developments and encourage the use of IT at all levels

- To maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up-to-date
- To promote and safeguard the welfare of pupils that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the School Business Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors
- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos, work and aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

Safer Recruitment

Oaklands School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates, and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce)

Oaklands School is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

OAKLANDS SCHOOL

PERSON SPECIFICATION

NETWORK MANAGER



Focus Area	Descriptions	Requirement
Qualifications	Relevant degree level education (eg Computer Science or Information Technology) or equivalent experience	Essential
	GCSE English/Maths Grade C/4 or above, or equivalent	Essential
	Professional certifications such as CCNA, CCNP, CompTIA Network+, or Microsoft Certified Solutions Expert (MCSE)	Desirable
Work Experience	Proven experience in managing and maintaining complex IT networks	Essential
	Experience running IT projects to support organisational strategy	Essential
	Previous experience in an educational environment	Desirable
Skills and knowledge	Excellent written and verbal communication and interpersonal skills	Essential
	Leadership and staff management experience	Desirable
	Understanding of IT procurement and budgeting	Desirable
	Working knowledge of Information Technology Infrastructure Library (ITIL)	Desirable
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential
	Hardworking, proactive and innovative, able to think laterally when required	Essential
	Accuracy and attention to detail	Essential
	Adaptable and flexible	Essential
	Positive team player	Essential
	Tactful and diplomatic when dealing with sensitive matters	Essential

	Composure under pressure	Essential
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