

## Job Description

<b>Postholder</b>	IT Network Manager
<b>Line Manger</b>	Deputy Headteacher
<b>Salary/Scale of Post</b>	Grade L, Scale Points 37 – 40 (Currently £32,486 - £35,444)
<b>Hours of Work</b>	37 Hours Per Week – all year round
<b>Post Purpose</b>	<p>The Network Manager is responsible for the day to day running of the Curriculum and Administration ICT networks and for the management and day-to-day direction of the ICT Technicians and Reprographics Assistants. The postholder will be responsible to the Deputy Head Curriculum Development &amp; Planning (D&amp;P).</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.</p>
<b>ICT Strategy and Planning</b>	<ul style="list-style-type: none"> <li>▪ Lead and manage all ICT services and solutions</li> <li>▪ Manage change and continuous improvement of services through regular monitoring of performance and service delivery</li> <li>▪ Ensure that appropriate service policies and practices are in place</li> <li>▪ Share the schools vision, mission, values and behaviours and communicate them effectively</li> <li>▪ Proactively identify the ICT needs of the school and devise specifications and strategies that will fully meet these needs</li> <li>▪ Plan for and maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting</li> <li>▪ Enable ICT in the classroom and curriculum based activities in line with the schools aspirations</li> <li>▪ Play a leading role in developing and delivering training to the school's staff in the use of ICT systems</li> <li>▪ Manage the ICT budgets in line with school financial policies and procedures.</li> </ul>

<b>Leadership of ICT Support Team</b>	<ul style="list-style-type: none"> <li>▪ Line management of all team members; delegation of tasks as appropriate to team members</li> <li>▪ Undertake Performance Management in accordance with school policies and procedures, including regular 1:1s and staff development</li> <li>▪ Manage team work load to make most effective use of resources</li> <li>▪ Ensure that a high quality of work is maintained by all team members</li> <li>▪ Ensure that best practices are adhered to by the ICT Support team</li> <li>▪ Work to improve the team's skills and methods of working</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>▪ Provide a technical lead in the use of current and new technologies</li> <li>▪ Ensure that all systems design, development, testing and implementation is undertaken to the highest standards and benchmarked against industry best practice</li> <li>▪ Manage the physical and virtual server infrastructure</li> <li>▪ Manage the network and storage infrastructures</li> <li>▪ Manage audio-visual equipment including projectors, Soundfield and Production (sound and lighting)</li> <li>▪ Maintain uptime, integrity, availability and security of all services</li> <li>▪ Ensure appropriate licensing is in place and regularly audited for all services</li> <li>▪ Provide technical management of MIS Systems and monitor MIS external support contract(s), ensuring best value</li> <li>▪ Liaise with support providers and report on performance of suppliers against agreements (SLA / OLA)</li> <li>▪ Liaise with facilities team on ICT support matters</li> <li>▪ Contribute to the effective performance and service provision of ICT support within the school to minimise disruption</li> <li>▪ Assist the School Business Manager in preparing the school to be compliant with the General Data Protection Regulations.</li> <li>▪ Diagnose and resolve complex network, software and hardware faults</li> <li>▪ Provide user support to identify and respond promptly to system or process issues that arise within an agreed framework of performance criteria</li> <li>▪ Implement contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption</li> <li>▪ Lead on projects as required including ICT security and efficient use of resource</li> <li>▪ Maintain an up to date knowledge of ICT developments</li> <li>▪ Support all staff and pupils in technical aspects of ICT</li> <li>▪ Maintain computer files by backing up, archiving and deleting</li> </ul>

	<p>information as appropriate</p> <ul style="list-style-type: none"> <li>▪ Analyse and interpret data e.g. usage trends</li> <li>▪ Design and implement changes to the school's ICT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate</li> </ul>
<b>Associated Duties</b>	<ul style="list-style-type: none"> <li>▪ Undertake other tasks commensurate with the scale and responsibilities of this post</li> <li>▪ Undertake any reasonable duty deemed necessary by the line manager</li> <li>▪ Be flexible with working hours to suit the needs of the school for example on Open Days, and to attend meetings and/or provide support out of normal working hours</li> </ul>