



**KING JAMES'S SCHOOL
JOB DESCRIPTION**

**POST TITLE: Network Manager
GRADE 10 (SCP 33-36)**

PURPOSE OF POST

- To be responsible for the overall management of the School's network and ICT provision (including curriculum support)
- To line manage the ICT Technician(s)
- To ensure an efficient technical support service is provided to staff and students

KEY AREAS

1. Strategic Planning
2. Network Installation
3. Maintenance
4. Line Management
5. Administration
6. Health and Safety
7. Safeguarding
8. General

DUTIES AND RESPONSIBILITIES

Strategic Planning

- To maintain an overview of the computer network
- To keep records of the performance of the computers on the network and ensure problems and repair work are dealt with promptly
- To receive quotes and tenders for repair work and new equipment and to evaluate them accordingly
- To undertake suitable training in order to ensure the School's ICT delivery is up to date
- To attend and contribute to the meetings of the ICT Development Group, providing technical input and advice
- To manage and monitor the ICT budget, keep accurate records and provide relevant reports to the ICT Development Group
- To be responsible for innovation, investigation and implementation of ICT developments

Network Installation

- To procure, install and support networks including the cabling system, server and operating system
- To specify, procure, install and support PCs, printers and miscellaneous peripherals
- To be responsible for system backups and the installation of new software onto the system
- To specify, procure and fit security devices
- To restore and transfer user data
- To lead and oversee programmes of workstation building and the commissioning of new computers onto the network

- To be prepared to undertake system work and upgrades at efficient times for the server to be down
- To be responsible for planning and/or upgrading all networked systems. This includes regular MIS (SIMS) server version upgrades, RM server and workstation system software/driver updates, other associated systems (i.e. MIS extractors, ParentPay etc.), network switch and access point software updates.

Maintenance

- To ensure all networked work stations operate effectively and provide a speedy response to reported faults
- To order and maintain a stock of spare components
- To maintain a system for reporting faults and problems on the network

Line Management

- To oversee the work of the ICT Technician(s) and to deal with any performance concerns or support requirements. This includes carrying out formal meetings and appraisals
- To delegate appropriate tasks and responsibilities to the ICT Technician(s)

Administration

- To operate an efficient system for the storage and distribution of hardware and software discs and associated documentation
- To maintain in inventory and cataloguing system for new, existing and obsolete stock
- To assist with the organisation, repair and replacement of ICT and/or multimedia equipment including liaison with external suppliers
- To make petty cash purchases and/or requisitions for stock in line with the schools financial and authorisation procedures
- To receive and check deliveries and associated invoices and to pass these for payment
- To assist the Principal's PA with the completion of the School Census, including transmission to the DfE and Local Authority

Health and Safety

- To carry out routine Health and Safety checks on ICT and/or multimedia equipment and to deal with accordingly
- To organise electrical testing of all portable electrical appliances and to maintain all paperwork

Safeguarding

- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

General

- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications

RESPONSIBLE TO: Business Manager