



JOB TITLE: Network Manager

NJC SCALE RANGE: POINT 29 TO 33 [SCALE 9]

RESPONSIBLE TO: Director of Finance & Resources

Purpose:

To manage the maintenance of all network resources (hardware and software) of the whole School.
To develop and maintain the efficiency and effectiveness of School's network equipment and systems.
To provide research and advice on suitable hardware and software to assist development of the network and support the use of learning technologies.

Administration and Management of the Network

- Installing, upgrading and maintaining servers and related equipment.
- Managing internet and e-mail systems and the SIMS system upgrades.
- Be the primary contact for SIMS, including Support, keeping licenses up to date and being responsible for upgrades.
- Manage the telephone system ensuring that all users are familiar with operation of the system and voicemail.
- Manage the CCTV system and servers.
- Provide support to users of the administration network e.g. timetable, exam results collation and analysis, assessment, finance, attendance and School census.
- Develop the School's use of e-learning and coordinate the implementation and use of the Website and VLE.
- Ensuring the School Network performs as the end users expect; being responsible for fault finding, performance measurements and rectifying issues on the Network so as to maintain the Network performance.
- Upgrading and maintaining the Network Facilities [Software and Hardware].
- Running backups, ensuring that correct procedures for storage are adhered to.
- Monitoring the use of the Internet and servers to reduce inappropriate use.
- Keeping abreast of new technology and the School's needs and planning network development.
- Evaluation and testing of new software.
- Documenting procedures for hardware and software installation.
- Manage an annual ICT budget in relation to the School's information systems and network, including both relevant hardware and software.
- Line manage the School's Reprographics Technician and ensure timely maintenance of machinery and maintenance of consumable stocks.
- Manage the School's print contract for small printers.
- First line support for all staff AV equipment including all classroom based and communal use.
- First line support for cashless catering system and associated online software.

Network Support

- Maintaining the hardware and software systems users to ensure the smooth running of the School's SIMS reporting and electronic registration processes and related software.

- Keeping abreast of all ICT security issues, including investigation of new anti-virus protection, and advising the Headteacher of changes and requirements.
- Installing, maintaining and upgrading PCs, notebooks and related equipment and resources.
- Maintaining the wireless network.
- Installing new software in classrooms and offices.
- Restoring data from backup.
- Providing technical advice as required.

IT Hardware and Software

- HP Switches and Server/PC Hardware.
- Smoothwall webfilter.
- Microsoft Hyper V Environment.
- Microsoft 365/Microsoft Endpoint Configuration Manager (formerly SCCM).
- Microsoft Endpoint manager (Intune)/Papercut Print management Software.
- Ericom Connect.
- Avigilon Control Centre CCTV.
- Paxton Net2 Access Control.
- Veeam Backup Software.

User Support

- Giving advice/guidance and demonstrations to other users [students and staff] as requested or required
- Ensure that all associated equipment is stored adequately within insurance guidelines
- To develop standards for the set up of School PC software and laptops
- Attend training courses and also identify training needs

Support for the school

- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.
- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of the Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying them out
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder

Signed	
Post holder:	Line Manager:
Name in capitals: _____	Name in capitals:
Date:	Date:

IT Network Manager Person Specification

The following are essential or desirable characteristics associated with the post above at Southchurch High School. Evidence will be drawn from the application form or explored at interview.

	Essential	Desirable
Qualifications GCSE Grade 4 or above (or equivalent) in English and Mathematics Level 4 qualification in a IT related subject or equivalent Industry recognised qualifications (e.g. those accredited by Microsoft, Cisco, etc.) Evidence of further relevant qualifications or training	✓ ✓ ✓	✓
Experience Experience of all aspects of IT technical support provision Experience of managing server-related technologies (virtual and physical) Experience of identifying and managing software requirements and solutions Experience of developing IT strategies with non-specialist management Experience of working within budgets Experience of delivering technical and specialist training Network Management experience Experience in Information Security Project management experience Experience of line managing staff Experience of developing IT related policies	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Knowledge Up to date theoretical knowledge of IT, equipment, hardware and applications Theoretical knowledge of IT management techniques and practices Knowledge of Microsoft Office Applications and other software packages Up to date knowledge of developments within IT Willingness to undertake training relevant to the role Good literacy and numeracy skills Awareness of Educational issues	✓ ✓ ✓ ✓ ✓ ✓	✓
Skills Good time management and ability to work under pressure and meet deadlines Self-motivated to plan projects and complete within agreed timescales Ability to manage a complex workload Confidentiality Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents. Demonstrable IT skills and ability to use them as part of the learning process Ability to exercise initiative Training skills Problem solving and analytical skills Organisational skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Continued overleaf

	Essential	Desirable
Other		
Be committed to the school's policy and ethos	✓	
Be committed to continual professional development	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to work outside of school hours	✓	
Able to exercise discretion and judgement	✓	
Flexibility	✓	
The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.