1. **POST TITLE: ASSISTANT NETWORK MANAGER**

**37 hours per week Monday to Thursday 9am to 5.30pm and Friday 9am to 5pm**

1. **POST HOLDER:** To be appointed

**3. RELATIONSHIPS**

1. **Line Manager:** The post holder is responsible to the Head of IT.
2. **Direct Reports:** None
3. **Professional Services Staff:** The post holder is part of the IT Team and will work with the Head of IT, Assistant Head (Digital Strategy) and Professional Services staff to collectively:
   * provide mutual support and learning on shared and individual matters
   * promote effective communication with other colleagues
   * provide effective support to both Schools in a manner consistent with their aims and ethos.

**4. JOB DESCRIPTION REVIEWS**

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the post holder’s annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the post holder.

Date job description last reviewed: April 2025

**5. PURPOSE AND OBJECTIVES OF THE ROLE**

1. Support the Head of IT to effectively manage the IT Systems at King Edward VI School, Southampton and King Edward VI Preparatory School, Romsey, to include networking, cybersecurity and cloud services, to ensure maximum uptime and efficiency.
2. As a lead member of the IT Support Team, ensure the quality of the team’s

support aids teaching and learning, and that it collectively provides efficient and effective technical support in a manner consistent with the School’s aims and ethos.

1. To take operational responsibility for the development of the School’s network systems and infrastructure, under the direction of the Assistant Head (Digital Strategy) and Head of IT.
2. To assist the Head of IT; and be proactive to anticipate issues or situations that may impact service delivery.

**6. DUTIES**

1. **Network Design and Installation:** Install and configure network hardware ensuring that it meets the school’s needs in terms of speed, reliability and security.
2. **Network Maintenance:** Be responsible for ensuring that the school’s network switches, wireless access points, CCTV cameras and other IT infrastructure are kept up to date and patched with the latest updates.
3. **Network Security:** Participate in managing the security of the networks, this includes maintaining an awareness of current and future issues and advising the School on developments to ensure the security and integrity of the systems.
4. **Network Monitoring:** Monitor network performance and identify areas for improvement; optimise the network for speed and efficiency; ensure that any issues are resolved in a timely and efficient manner.
5. **Failover:** Understand, configure and routinely test the backup and failover procedures for critical network systems.
6. **Telephony:** Ensure that the telephone system (infrastructure and hardware) is configured and managed effectively and that any issues are resolved in a timely and efficient manner.
7. Ensure that documentation on configurations, procedures and troubleshooting steps are kept up to date and relevant
8. Support the efficient operation of the Schools’ IT systems across all sites.
9. Help ensure that all data is suitably stored and is accessible to appropriate users.
10. As required, ensure that all software is installed and configured and where appropriate staff are provided with training and support in the use of the software.
11. Provide support for teachers and pupils where needed.
12. Provide cover for other team members of the IT Support Team, as appropriate.

**7. GENERAL**

1. The post holder is responsible for promoting and safeguarding the welfare of children, to comply with the School’s Child Protection Policy and to report to the Designated Safeguarding Lead or Heads any concerns relating to the safety or welfare of children.
2. The post holder must maintain a clean and safe work area, having regard to Health and Safety regulations and requirements generally and particularly in relation to their role.
3. This post carries a high level of sensitivity; the post holder must maintain strict confidentiality.
4. The post holder shall work with and assist other departments as required, time allowing and avoiding conflict with the post holder’s principal responsibilities, and carry out any other reasonable task as identified by their line manager or the Bursar.

Signed: Dated:

**PERSON SPECIFICATION**

**ASSISTANT NETWORK MANAGER**

**ESSENTIAL SKILLS & EXPERIENCE**

* Degree-level or equivalent qualification in IT, Computer Science, Networking, or a related field (or demonstrable equivalent experience).
* Proven experience in a technical IT support role, with experience in managing and supporting network infrastructure (access points, switches, firewalls).
* Excellent knowledge of wired and wireless networks, VLANs, VPNs and network security practices.
* Familiarity with network monitoring tools and diagnostic software.
* Knowledge of Microsoft server and desktop environments, including Active Directory, DNS and DHCP.
* Excellent problem-solving and troubleshooting skills.
* Ability to work under pressure and handle multiple tasks simultaneously.
* Excellent verbal and written communication skills with the ability to explain technical concepts clearly to non-technical staff and pupils.
* Ability to work effectively as part of a team and contribute to a positive, proactive working environment.

**DESIRABLE EXPERIENCE & ATTRIBUTES**

* CompTIA Network+, Cisco CCNA, or equivalent networking certifications.
* Experience in working within an educational setting.
* Experience of managing large-scale wireless deployments
* Knowledge of virtualization platforms (e.g., VMware, Hyper-V)
* An understanding of GDPR and data protection laws, especially as they pertain to network security and data storage.