

Job Description

JOB TITLE:	ICT Network Manager
SALARY/GRADE:	£30,756 - £32,233 per annum/ BBU10 Point 34-36
WORKING TIME/TERMS:	37 hours per week, full time all year round Annual leave entitlement is 26 working days in each leave year, rising to 31 working days after 5 years continuous service in local government. The leave year is from the 1 April to the 31 March, leave should be taken outside term time unless with prior agreement of the Executive Principal. The postholder may be required to work outside of normal Trust hours to support Trust events, lettings, meetings and emergencies, and some flexible working will be required in order to meet the needs of the Trust.
PRIMARY PURPOSE OF THE JOB:	To develop and maintain high quality, best value, secure ICT networks and systems which are regularly reviewed and improved to ensure that the Trust's needs are met.
DIRECTLY RESPONSIBLE TO:	Assistant Principal Curriculum/ICT Lead and Executive Principal
LOCATION:	Wootton Upper School/Kimberley College
MAIN AREAS OF RESPONSIBILITY	
Network Maintenance and Security	• To install, manage and ensure the maintenance of all aspects of the basic ICT hardware infrastructure requirements for the Trusts including virtual servers • To install, manage and ensure the maintenance of all aspects of the basic ICT software infrastructure requirements for the Trusts, including software installation and upgrade, management of disk space, management of printer quotas (Papercut), establishment of network shares and access rights, proactive monitoring and reporting of system use/abuse • To ensure security of data on the network by maintaining a regular programme of backing up to include off-site back up, setting and monitoring access levels of all users, and ensuring that anti-virus software, systems and procedures are in place including filtering systems • To ensure that systems and procedures comply with data protection regulations • To monitor and manage performance of software, hardware and networks including the wireless network and report as required • To establish in liaison with the Assistant Principal Curriculum/ ICT Lead, contingency plans in case of emergencies e.g. power cut, equipment damage or failure, system faults • To work in conjunction with specialist contractors to ensure the effective operation of all systems running across the network including: building management system, access control system, cashless catering

	system, CCTV and VOIP system
Operational	• To establish and maintain good relationships with all students, colleagues and other professionals • To manage the helpdesk system and ensure prompt resolution and effective prioritisation of issues • To evaluate data from the helpdesk system and other sources to produce summary reports and recommend courses of action to enhance the use and effectiveness of the ICT systems • Manage the effective development of the Trust's ICT systems and advise and assist the SLT on hardware/software issues in the Trust including any ICT developments, relevant bids and identification of suppliers • To provide training, assistance and technical advice to staff and students for ICT related matters • To project manage the delivery of ICT initiatives as required • To provide ICT support for internal and external examinations as required • To ensure that all audio-visual equipment requirements for Trust and out of hours activities are met and to manage audio-visual equipment, making recommendations for improvements
Personnel	• To line manage the ICT technician/apprentice including organising and managing workload, identifying training needs and organising appropriate development opportunities, performance management and objective setting, maintenance of attendance and training records • To support the recruitment process for ICT technicians/apprentices as required
General/Administrative	• To regularly review the performance of suppliers against contracts and service level agreements, reporting issues to the Assistant Principal Curriculum/ ICT Lead. • To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted on time • To maintain and update plans and drawings of locations of equipment, switches cabling, network design etc. • To process, input, extract and analyse data from the Trusts' management information systems and prepare reports as required • To ensure compliance with data protection regulations • To manage and maintain accurate and up to date inventories and records of all ICT hardware and software on site, manage stocktaking process and signing of resources in/out to staff • To manage stock including ordering, returns and liaison with suppliers • To attend parents' evenings, open days, Trust events and meetings as required • To be responsible for effective management of budgets with in their remit and to negotiate best value rates with suppliers • To keep abreast of developments, current initiatives and changes within the ICT field and communicate to staff as appropriate
CONFIDENTIALITY:	• In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to all staff and pupils. They may also have access to information relating to the Trust. All such information from any source is to be regarded as strictly confidential • Information relating to staff and pupils or the business of the Trust may

	only be divulged to authorised persons in accordance with the Trust policies and procedures relating to confidentiality and the protection of personal and sensitive data ensuring compliance with data protection legislation.
Health & Safety:	The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Trust's Health & Safety Policy, to include: • Using safe working practice guidelines within the workplace • Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks • Making effective use of training to update knowledge and skills • Maintaining work areas in a tidy and safe way and free from hazards • Reporting potential risks identified.
Personal/Professional Development:	The post-holder will participate in any training programme implemented by the Trust as part of this employment, such training to include: • Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development • Taking responsibility for own development, learning and performance and demonstrating skills and activities to others that are undertaking similar work. • Seeking support and guidance for your training and development needs from the Assistant Principal Curriculum/ ICT Lead and Executive Principal.
Quality:	The post-holder will strive to maintain quality within the Trust and will: • Alert other staff members to issues of quality and risk • Assess own performance and take accountability for own actions, either directly or under supervision • Contribute to the effectiveness of the Trust by reflecting on own and Trust activities and making suggestions on ways to improve and enhance the Trust's performance • Effectively manage own time, workload and resources.
Other Specific Duties: 1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils. 2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. 4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 5. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
Conditions of Employment	The post holder is required: • To support and encourage the Trust's ethos and its objectives, policies and procedures, as agreed by the Trust Board. • To uphold the Trust's policy in respect of child protection matters. • The post holder shall be subject to the National Agreement on Pay and Conditions of Service supplemented by local conditions as appropriate and all relevant statutory and institutional requirements.

	• At all times operating with the Trust's Equal Opportunities Framework. • This post is subject to Enhanced DBS Disclosure
This job description is current at the date shown, however, in consultation with you, this may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the salary/grade and job title. The job description will also be reviewed annually.	

Signed:
Postholder

Date:

Signed:
Michael Gleeson, Executive Principal

Date:

Job Description

	Essential	Desirable
Qualifications		
Further or higher education qualifications relevant to computing	✓	
GCSE (grade A*-C/9-4) or equivalent in English and Mathematics	✓	
Experience		
Evidence of successfully managing networks and hardware and software functions in order to support the day to day operations of an educational establishment or company	✓	
Experience of managing change and implementing new systems/procedures/controls	✓	
Experience in the line management of staff	✓	
Experience of managing a budget		✓
Knowledge, Skills and Abilities		
The ability to think creatively and analytically to anticipate and solve problems	✓	
A commitment to the development of the role of ICT in enhancing teaching and learning	✓	
Significant working knowledge of a range of ICT software, hardware and other resources	✓	
Thorough understanding of networks, LAN, WAN and internet topologies, protocols and techniques along with proven technical background in desktop computers, macs and peripherals	✓	
The ability to work flexibly to meet deadlines and in response to unplanned situations	✓	
The ability to build and develop good relationships with colleagues and students	✓	
The ability to develop and motivate a team of staff, delegating duties as required	✓	
A commitment to the highest standards of child protection and safeguarding	✓	
Ability to work in collaboration with line manager	✓	
Ability to show initiative and to prioritise own work and that of others even when under pressure	✓	
Excellent organisational skills	✓	
Excellent attendance and punctuality record	✓	
Good verbal and written communication skills	✓	
A thorough understanding of and commitment to the highest standards of data protection and information security	✓	
A commitment to CPD and the ability to reflect on and improve own practice	✓	