



Job Description

Job Title: Network Manager

Location: Solihull Alternative Provision Multi Academy Trust, Solihull

Salary Band: Band E, points 25-30, £33,945 - £38,223 per annum
Actual salary depending on working hours

Contract: Permanent, Full-time, 37 hours per week, Monday to Friday,
All year round.

Flexible working patterns will be considered for the successful candidate.

Line Manager: Trust IT Manager

Role Purpose:

This is a brand-new role to support our Trust expansion. The post holder will help develop and implement all aspects of the Trust's IT Infrastructure and to provide technical support, training and guidance to all end users.

This role requires someone with strong technical and problem-solving qualities that will ensure the Trust continues its rapid development towards our strategy for IT across the Trust.

This role will see the post holder take the lead on technical support across the Trust to provide an excellent service to staff and students.

A driving licence and own transport is essential for this role.

Overall Responsibility

- To be responsible for the design and implementation of the Trust's ICT network and systems.
- To be responsible for the IT infrastructure, including monitoring network performance and to install, maintain and upgrade hardware and software.
- To be operationally responsible for physical infrastructure within the trust and the cloud technologies in use.

Main duties and responsibilities:

- Responsibility for management, installation, maintenance, availability and security of the Trust's network, hardware and software.

- Developing, communicating and implementing alongside the Trust IT Manager a plan for recovery and programme of regular maintenance tasks to minimise the impact on the ICT service of a serious disaster, including back up and virus protection policies.
- Maintaining all necessary documentation including system manuals, cable diagrams, patching schedules, equipment inventories, orders, service records.
- Monitoring, improving and reporting on network performance and usage.
- Building effective working relationships with 3rd party service providers, suppliers of maintenance and support services where appropriate to ensure the repair or maintenance of computer systems.
- Supporting the Trust IT Manager for the procurement of resources and setting up of new provisions.
- Supporting remote learning including teaching and learning resources.
- Ensuring health and safety standards relating to ICT are maintained and adhered to.
- Patch management and other related proactive duties.
- Ensuring all best practices are followed for cyber security, data backup and IT access.
- Work flexibly and some travel across SAPMAT sites will be necessary.
- Any other reasonable duties as delegated by the Trust IT Manager.

Project and Contract Management

- Implementing strategies agreed by the management team causing as little disruption as possible to the learning environments and other operations within the school during periods of change, and activities that change the infrastructure.
- Assisting the Trust IT Manager to ensure appropriate level maintenance contracts are in place for all equipment (e.g. ICT, telephones, photocopiers).
- Managing agreed projects and any subsequently resulting service contracts or agreements.
- Taking the lead on some IT projects and play a key role in others.

Compliance

- Maintaining the integrity and security of the Trust network at all times.
- Ensuring appropriate levels of compliance are met for Data Protection and GDPR compliance.
- Assisting the Trust IT Manager with maintaining ICT policies and feedback on new policy creation.
- Ensuring there is an up to date and well maintained hardware and software licencing inventory.
- Ensuring the Trust meets all legislative requirements, including cyber essentials.

Health, Safety and Security

- Co-operating with the employer on all issues to do with Health, Safety & Welfare.
- Supporting the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Dealing with or reporting, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Line Manager, taking responsibility for personal professional development, keeping up-to-date with research and developments

related to school efficiency, which may lead to improvements in the day-to-day running of the school.

- Undertaking any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintaining a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive Officer, Trust IT Manager or the incumbent of the post.