



# BENTON PARK SCHOOL

CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY



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| <b>Postholder</b>                | ICT Network Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Line Manager</b>              | Business Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Salary/Scale of Post</b>      | PO4 (subject to job evaluation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Hours of Work</b>             | 37 Hours Per Week - all year round                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Post Purpose</b>              | <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Plan, lead and manage the ICT strategy within school and all ICT services and facilities relating to school and /or partner organisations as appropriate.</li> <li>▪ Ensure delivery of high quality, solution focussed ICT services across the school and partner organisations, embracing new technologies and recognising the important role they play in the creation of a successful climate for learning.</li> <li>▪ Be innovative in driving forward the objectives of Benton Park School and partner organisations through the use of IT technology, services and solutions.</li> </ul> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.</p>                                   |
| <b>ICT Strategy and Planning</b> | <p><b>ICT Development</b></p> <ul style="list-style-type: none"> <li>▪ Lead and manage ICT services and solutions at Benton Park and partner schools as appropriate.</li> <li>▪ Manage change and continuous improvement of services through regular monitoring of performance and service delivery</li> <li>▪ Ensure that appropriate service policies and practices are in place</li> <li>▪ Implement all relevant Health &amp; Safety regulations, throughout the school and provide advice to partner schools</li> <li>▪ Share the schools vision, mission, values and behaviours and communicate them effectively</li> <li>▪ Proactively identify the ICT needs of the school and partner organisations and devise strategies that will fully meet these needs and coordinate and deliver effective project and implementation plans</li> <li>▪ Enable ICT in the classroom and curriculum based activities in line with the schools aspirations</li> <li>▪ Liaise with managers and Leaders in school and at partner organisations in relation to ICT</li> <li>▪ Plan and deliver appropriate and relevant training to the school's staff in the use of ICT systems</li> </ul> |



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|                             | <ul style="list-style-type: none"> <li>▪ Effectively manage the IT Services budgets in line with school finances ensuring best value is achieved and school financial procedures are adhered to.</li> <li>▪ Play a leading role in the financial planning of ICT, forecasting costs for the financial cycle at Benton Park and partner schools as appropriate.</li> <li>▪ Implement and manage changes to bring about reductions in real terms of core budget expenditure for IT services</li> <li>▪ In conjunction with the nominated member of SLT, define a relevant Service Level Agreement for the school and manage this SLA through the use of the designated work order tracking system.</li> <li>▪ Monitor, review and report on ICT system use and network capacity.</li> <li>▪ Manage, maintain and facilitate bookable electronic resources (eg bookable projectors and ICT facilities).</li> <li>▪ Provide expert advice regarding ICT systems at meetings where provision is discussed.</li> <li>▪ Lead on the technical and systems aspects of GDPR regulations including the development and maintenance of appropriate data and system maps.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ICT Services Support</b> | <p><b>Leadership of All ICT Services</b></p> <ul style="list-style-type: none"> <li>▪ Provide a technical lead in the use of current and new innovative technologies and devise and deliver effective and planned implementation of these developments.</li> <li>▪ Ensure that all systems design, development, testing and implementation is undertaken to the highest standards and benchmarked against industry best practice</li> <li>▪ Manage the Server infrastructure</li> <li>▪ Manage the network and telecoms infrastructure and antivirus/malware protection and have in place suitable recovery procedures.</li> <li>▪ Manage desktop infrastructure including whole class teaching technologies</li> <li>▪ Maintain uptime, integrity, availability and security of all services</li> <li>▪ Ensure appropriate licensing is in place and regularly audited for all services</li> <li>▪ Provide technical management of MIS Systems and monitor MIS external support contract(s), ensuring best value</li> <li>▪ Liaison with support providers for all other agreements</li> <li>▪ Report on performance of suppliers against agreements</li> <li>▪ Ensure that all SLA agreements are met for the above</li> <li>▪ Manage security of all systems by reviewing passwords, access rights and levels of access on an on-going basis. Make changes as appropriate.</li> <li>▪ Ensure that back up systems are fully functional and that data is safeguarded.</li> <li>▪ To monitor users compliance with the ICT Acceptable Usage, E-Safety, and Data Protection policies</li> </ul> |



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|                                            | <ul style="list-style-type: none"> <li>▪ To lead on the keeping of an accurate record of ICT equipment, software, licences and related items.</li> <li>• Oversee appropriate ordering, stocking and replenishing of ICT/AVA consumables to ensure minimal disruption to ICT services.</li> <li>• Communicate effectively with all appropriate colleagues when updates require the system or parts of the system to be shut down.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>IT Services Team</b>                    | <p><b>Leadership of IT Services Team</b></p> <ul style="list-style-type: none"> <li>▪ Line management of all team members; delegation of tasks as appropriate to team members</li> <li>▪ Undertake Performance Management in accordance with school policies and procedures, including regular 1:1s, team meetings and staff development</li> <li>▪ Manage team work load to make most effective use of resources</li> <li>▪ Ensure that a high quality of work and service is maintained by all team members</li> <li>▪ Ensure that best practices are adhered to by the IT Services team</li> <li>▪ Work to improve the teams' skills and methods of working</li> <li>▪ To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities</li> <li>▪ Ensure appropriate ICT/AVA professional support provision at all internal and external school events.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Skills and Professional Development</b> | <p><b>Skills and ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Share the vision, values, and behaviours and communicate them effectively. Work closely and effectively with all key stakeholders in and on behalf of the school</li> <li>▪ Communicate effectively at all levels</li> <li>▪ Identify own role in achieving objectives</li> <li>▪ Identify suitable personal development objectives to improve own knowledge</li> <li>▪ Dress appropriately in relation to school guidelines</li> <li>▪ Multi-task and make decisions quickly, accurately and justify same</li> <li>▪ Contribute to whole school development (including non ICT service areas)</li> <li>▪ Think creatively and innovate</li> </ul> <p>The school encourages development both "in-house" and externally to meet the needs of the individual and the school. It is expected that the ICT Network Manager will proactively keep abreast of current trends and developments within the relevant industries and seek out training. Employees are encouraged to undertake a programme of self-study and Continuing Professional Development to maintain and develop the level of expertise, including the acquisition of further managerial and technical qualifications. Performance targets set in conjunction with the line manager should be met or exceeded.</p> |



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## Associated Duties

- Undertake other tasks commensurate with the scale and responsibilities of this post
- Undertake any reasonable duty deemed necessary by the line manager
- Be flexible with working hours to suit the needs of the school for example on Open Days, at “out of normal hours” meetings and support.
- May be required to travel between various service points/sites on a regular basis
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation of internal and/or external assessments.
- Support and promote the schools policies on Diversity and Equality of Opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.
- To share and support the corporate responsibility for the well-being, education and discipline of all students.
- To comply with all policies and procedures relating to child protection, reporting all concerns to the appropriate person.
- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.

## VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

***The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

Signed .....

Date .....