



Founded 1612

BATLEY GRAMMAR SCHOOL

A co-educational Free School for pupils 4-16

Job Description

Post:	ICT/Network Manager
Reporting to:	Finance and Business Development Manager
School type:	Batley Grammar School is a state funded Free School and, as such, has its own terms and conditions for staff.
Hours of work:	Full time, 37 hours per week.
Role:	To provide ICT / Network support to ensure the smooth day to day operation of the school's ICT network and support systems.

The ICT/Network Manager is responsible to the Finance and Business Development Manager, and through them to the Headteacher, for all matters relating to the management of the school's network and MIS systems.

This job description should be read in conjunction with the Performance Management checklist of competencies for this post, the staff handbook and the employee handbook.

Key Duties and Responsibilities

- Management of the school's network including Management Information Systems (MIS)
- Identify, plan and cost all future developments and upgrades the school's ICT infrastructure;
- Liaising with appropriate suppliers re: purchasing requirements and Licensing;
- Manage MIS applications and end user accounts;
- Ensure data protection arrangements are current and in line with the requirements of the GDPR;
- Responsibility for back up systems and disaster recovery contingencies;
- DNS management and configuration;
- Advise the Head and SMT on emerging technologies as appropriate;
- Advise the Head and SMT on the implementation of ICT policies and procedures;
- Provide in-house training and technical support as appropriate to staff;
- Arrange for the repair of hardware faults with outside agencies;
- Liaison with appropriate outside agencies where appropriate;
- Manage the installation of all new computer hardware including wireless, fibre optic, CAT5 networks and external projects, as required;
- Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas;
- Manage the day-to-day maintenance of the school's computer systems, including: Network user database and password allocations;
Management of internet filters;
- Responsibility for all planned ICT works and to liaise with external contractors;
- Manage appropriate technical support to school's network;
- Assist staff with ICT related problems;
- Responsibility for Maintaining the school's computer inventory, insurance list and computer audit;

- Provide technical support and guidance to staff to understand programs, problem solve and generally support them in using software/hardware correctly in the classroom situation
- Provide in-class technical support for staff using ICT in the classroom, as appropriate;
- Contribute to the development of a school Intranet Site and Web site, as appropriate;
- Maintain and fault find all computers around the school and organise where necessary if repairs are required;
- Make minor repairs if and when necessary;
- Maintain a stock of parts needed for minor repairs, e.g. mouse balls;
- Maintain a booking system for any audio visual display facilities;
- Maintain integrity of software, virus killing, re-installation when crashes occur etc;
- Ensure the continued operation of the School network, setting up new accounts, maintain password integrity, and assist pupils and staff to access network resources;
- Set up and maintain new computers in accordance with school standards;
- Keep up to date with ICT developments, and liaise with the Head and SMT over future developments, Internet, Video Conferencing, and Network expansion.

Generic Duties and Responsibilities for all Batley Grammar School Staff

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Child Protection

- Work in accordance with the school policies and guidance on Child Protection, undertaking Child Protection training every three years and reporting any concerns to the Designated Person.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

Professional Standards

- Maintaining appearance and dress appropriate to the job for which staff have been employed.
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;

- Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
- Upholding the professional integrity of the School;
- Use the Performance Management process to enhance your own practice in line with the school's aspirations and priorities;
- Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
- Actively sharing feedback on School policies and interventions, as appropriate;
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Headteacher.

I, the undersigned, confirm that I agree and understand the duties in this job description

Name (print) Name (signed) Date

