Featherstone High School
Job Description

Job Title:	Network Manager
Grade:	NJC 14 – NJC 15
Salary	£56,787 - £63,298 (depending on experience)
Hours of Work:	Full time 35 hours per week This is a senior role, and the successful candidate should expect to work additional hours as required to fulfil the role, including supporting evening events, and attending evening meetings
School	The postholder will be based at Featherstone High School with the expectation that they will work/ line manage IT provision across the Grand Union Multi Academy Trust. The Trust includes one other school at present (Feb 2023). This will include other schools as the Trust develops
Responsible to:	A member of the Senior Leadership Team at Featherstone High School and the Executive Headteacher

Purpose and Main Responsibilities

To lead the delivery of IT Services within Featherstone High School and across the Grand Union Multi-Academy Trust so that the schools are effectively supported in their delivery of short and longer-term educational ambitions.

To lead the management of all IT network, staff, resources and contracts, ensuring the optimization and effective delivery of services

To coordinate all IT activities to ensure the availability of systems, services and data to all stakeholders

To work to ensure that IT is regarded as a strength of the Trust by providing the strategic leadership and management to ensure the successful development of the IT provision.

Leadership and Management

- Develop a strategic plan – in partnership with other senior leaders - for future technical developments (including the support of online learning) across all schools within the Trust
- Lead on the development and management of Trust-wide IT implementation projects
- Utilise best practices to ensure that the infrastructure of the network is protected and secure from intrusion and malware
- Review IT networks and systems on a regular basis to ensure that they meet the needs of the schools in the Trust
- Provide support for teachers on a regular basis to facilitate the highly effective use of ICT to support the highest possible standards of teaching and Learning
- Manage the Network team
- Support and encourage the ethos of the schools in the Trust and their objectives, policies and procedures.
- Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and line manager.

Operational

- Support the Network Team by providing detailed knowledge of the administration & support of Microsoft applications, Google Classroom as well as server hardware and software support.

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- Lead on Cyber Security across the Trust to ensure the integrity of the Trust's electronically held information by performing regular reviews and testing of backup solutions, disaster recovery, planning and input into the Trust Business Continuity Plan and schools' Cyber Response Plans.
- Ensure the security of information held on the schools' database system/s including archive files and historical data. This includes data held/backed-up offsite.
- Ensure that health and safety requirements and other relevant regulations are in place and adhered to
- Identify problems and ensure their prompt resolution, advising their manager of issues, potential improvements, and projected developments.
- Manage the help desk systems to provide a programme of maintenance and support in response to a log of problems experienced, changes and their resolutions.
- Manage, in liaison with their line manager and SLT, the project planning of IT developments by establishing required development/resourcing plans.
- Support the delivery of INSET programmes for all staff.
- Arrange IT provision for school and public examinations and tests as required.

Network Maintenance and Security
- Manage the operation of the school's information and communication networks including switches, cloud-based solutions, and the installation of additional network components, undertaking appropriate upgrades and repairs.
- Ensure that staff and students have an efficient, robust, reliable, and secure IT environment, including back-up schemes for all IT environments.
- Ensure security of work on the network by maintaining a regular programme of backing up including cloud-based solutions, setting and monitoring access levels of all users, and ensuring that anti-virus software, systems and procedures are in place and regularly updated at timely intervals, including filtering systems.
- Co-ordinate the provision of live operational scheduling and monitoring as required, including integrity checking for archive/back-up data, data export for networks and other regular housekeeping and maintenance procedures.
- Organise and manage the installation and configuration of hardware and software as required including the deployment of new releases, testing and training for staff and students.
- Manage the maintenance of the virtualisation system, upgrading, and patching, creation of new virtual servers, testing and signing off for production.
- Monitoring, maintaining, and developing the wireless network, deployment, configuration, and troubleshooting of access points.
- Ensure the effective operation of the schools' CCTV, digital signage, and VoIP telephone systems.
- Configuration of the Storage Area Network (SAN), assigning data stores and access permission to servers
- Maintain an up-to-date database of IT licences and contracts across the Trust to ensure the Trust is meeting its legal obligations

Personnel
- Organise and monitor the workloads of the Network team to meet needs including cover for absences, delegating tasks appropriately.
- Ensure that the deployment of staffing at Woodlands is effective and supports the school's IT needs.
- Identify training needs of the Network team and organise appropriate development opportunities in liaison with her/his line manager.
- Complete appraisals for the Network team and any other staff falling under her/his remit, including the setting of appropriate targets.
- Maintain attendance and training records for the Network team and any other staff falling under her/his remit.
- Lead the recruitment process of IT technicians.

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Administrative

- Regularly monitor and review the performance of suppliers against contracts and service level agreements, and licences, reporting issues to their line manager.
- Undertake and ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by their line manager, the Executive Headteacher, Trust Board and the local Governing Body.
- Document – plans/drawings - locations of equipment, switches, cabling.
- Ensure compliance with data protection regulations.
- Manage stocktakes of all resources and equipment and ensure inventories are kept up to date including signing resources out/in to staff, for example, laptops and iPads.
- Manage stock including ordering, returns, liaising/negotiating with suppliers.

General

- Attend parents' evenings, open days, school events and meetings as required.
- Be responsible for the effective management of budgets within their remit and negotiate best value rates with contractors and suppliers and to liaise with the Director of Finance and Operations.
- Ensure that financial procedures such as placing purchase orders and authorising invoices for payment are carried out as required.
- Attend relevant meetings and training sessions as required.
- Arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- Keep abreast of developments, current initiatives and changes in their field and communicate to staff as appropriate.
- Support the Executive Headteacher and their line manager in advising the Trust Board and local Governing Body and its committees as appropriate.

Person Specification

Job Title: **Network Manager**

	Essential	Desirable
Qualifications and Experience		
Degree – or equivalent qualification - in a relevant discipline	√	
Degree is in Computer Science/Engineering based discipline		√
Evidence of at least 5 years of successfully managing IT network/s, hardware and software functions in order to support the day-to-day operation of an educational setting	√	
Experience of managing change and implementing new systems/procedures/controls	√	
Experience in the line management of staff	√	
Azure certification		√
Experience of project management	√	
Prince 2 (or equivalent) project management qualification		√
Current DBS certificate (Enhanced)		√
Willingness to undergo a DBS check.	√	
Knowledge and skills		
Ability to build and form good relationships with colleagues and students.	√	
Able to lead, develop and motivate a team of staff, delegating duties as required	√	
Ability to improve own practice / knowledge through self-evaluation and learning opportunities	√	
Very good analytical and problem solving, prioritising and change management skills	√	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	√	
Significant working knowledge of a range of IT software, hardware and other resources	√	
Thorough understanding of networks, LAN, WAN and Internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals	√	
Managing and monitoring a budget, and providing required reports	√	
Personal Qualities		
Ability to show initiative and to prioritise own work	√	
Able to follow direction and work in collaboration with line manager	√	
Able to work under pressure	√	
Able to work flexibly to meet deadlines and respond to unplanned situations	√	
Efficient and meticulous in organisation	√	
Desire to enhance and develop skills and knowledge through CPD	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	

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Candidate is expected to have a working knowledge and experience of a wide range of networking technologies.

The list below shows some of the key systems currently used at the school, but it is not expected that candidates will have knowledge/experience related to all these products or technologies.

VMware vSphere v5.5
Novell Zenworks 11 + Groupwise 2012 + iManager + OES 11 Linux Servers + Filr
Microsoft Server 2003/2008R2 + SQL 2008 + Sharepoint 2013
Networking skills inc LAN/WAN/VPN
HP Storage (SAN) + Serverstechnologies
Sophos AntiVirus Enterprise Server
CCTV (Milestone IP)
PaperCut Printing Solution
ENGL Imaging Toolkit
SEP Backup solution
Google Apps (Knowledge of Education Apps)
IP telephony system (Nortel VOIP)
Aruba Wireless Network
Capita SIMS.Net + FMS
Internet Filtering (Lightspeed Systems)
Helpdesk Ticket system (Kayako)
Cashless Systems + ID Visitor solution
Biostore Biometric solution
Schoolscomms (SMS messaging solution)

By signing this document, you are agreeing to undertake all duties stated within this job description.

Employee signature: **Date:**

Manager signature: **Date:**

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