



# Radnor House

— SEVENOAKS —

## **JOB DESCRIPTION**

### **Network Manager**

#### **Job Purpose**

The Network Manager is a pivotal role that will play a crucial part in the delivery of the School's IT systems and in the implementation of the IT strategy and vision. The Network Manager and their team will have the responsibility for the management and controlling of all technical aspects of the installation, configuration, operation, maintenance, availability and security of the School's network, hardware and software.

#### **Management Responsibilities**

- Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the School's ICT hardware, software and network infrastructure, including:-
  - Servers Windows 2003 - 2016
  - Cisco switches
  - Cisco ASA Firewall
  - Network infrastructure, AD, DHCP, DNS, subnets, VPNs
  - Internet connection
  - Ruckus Wifi and BYOD network
  - Filtering hardware and software
  - Software installation and maintenance
  - Anti virus software
  - Maintenance and upgrading of SIMS server
  - Wired and non wired network devices
  - Office 365 email and apps
  - Single sign-on platform
- Develop and run systems to monitor the school network 24/7 and respond to system outages in a timely manner
- Minimise downtime and inconvenience to users by carrying out, out-of-hours maintenance via remote connection on systems including upgrades and housekeeping to minimise disruption during school work day.
- Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse, malfunction or disaster
- Develop and implement an effective system security strategy to ensure the protection of the network from both internal and external threats.

- Work to achieve best value for money in terms of purchasing and maintaining systems.
- Maintain an inventory of software and hardware.
- Develop existing systems and assist in preparation of new applications.
- Ensuring that software licences are obtained and kept up to date.
- Ensure efficient deployment of computer hardware around the school in line with school policy and in response to the Director of IT
- Ensure prompt action for the repair of equipment under warranty or maintenance contract.
- Advise on availability of ICT equipment, preparing and setting up as required.
- Ensure that ICT equipment complies with safety standards.
- Responsible for site surveys/risk assessment for new projects/installations, coordinating and overseeing installation progress and quality of work.
- Keeping a log of all technical faults via the ICT Help Desk system already in place. Work to improve the auditing and helpdesk.
- Being the first and expert point of contact for ICT related technical and user issues for both internal and external enquiries.
- Source and assess technical expertise from third party suppliers as required.
- Undertake any other similar duties as required.

### **IT Strategy**

- Membership of the IT Strategy Group, which makes recommendations for strategic IT development to the leadership team and Board of Directors. As a key member of this group, provide advice and direction for the implementation of IT resources.
- Work with the IT Strategy Committee and key personnel throughout the School to ensure that their IT needs are understood, and develop the potential of IT in all academic and support areas (in conjunction with Director of IT).
- Work with the Director of IT to further develop and implement policies, procedures and standards for the use of IT, including e-safety, health and safety, asset disposal, receiving and testing IT equipment, data protection, internet use, email, security and IT resource management within the School and monitor adherence to the policies and standards.
- Ensure that the School delivers high quality IT services which are competitive with those offered by other leading independent schools.

### **Leadership, Management and Training**

- Ensure that training on the use of hardware and software within the School is offered to all staff at appropriate times and at relevant levels.
- Advise teachers, support staff and students on the use of software and hardware including technical and specialist information.
- Line manage the ICT Support Team, undertaking their annual review and development interviews using the school appraisal system.

### **Budgets**

- In conjunction with the Director of IT advise on the IT Capital and Revenue budgetary requirements, arrange the sourcing of resources, manage income and expenditure and ensure best value for money for IT spend.
- Responsible for ICT support budget
- Ensure Finance department has sufficient information to maintain a full inventory of IT assets and consumables, including planning for replacements on an appropriate timescale.

**Place of Work**

- The normal place of work for the Network Manager will be Radnor House Sevenoaks. However, it may be required, on occasion for the Network Manager to work at another site within the Group for a short period of time. The Network Manager will also be expected to provide cover for absences/holidays for the Network Manager at Radnor House Twickenham, on a remote basis, with corresponding cover being provided from Radnor House Twickenham when required.

**Other Key Tasks:**

- Attending other ICT related Meetings, Fairs and conferences to ensure all systems and resources are up to date and in line with current practices and technologies; advise and support on resulting developments.
- To ensure that statutory requirements are met as they impact on Radnor House Sevenoaks.
- To attend required meetings with colleagues relative to duties outlined in this job description and in line with our published schedule.
- To participate in School Evaluation and INSET in the following areas of the curriculum:-
  - i. ICT
  - ii. Pastoral including Child Protection

**Pastoral Responsibilities:**

Take a full part in the pastoral arrangements of Radnor House.

**Other considerations:**

- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks.
- To contribute to the co-curricular life of Radnor House Sevenoaks.
- To undertake such other duties as the Head or the Group Finance Director may reasonably request.
- To continue the roles outlined in this job description to the highest level.

The above statement of Responsibilities is agreed to be an accurate job description