



IT Network Manager Job Description

Position	IT Network Manager
Salary	Grade H, SCP 18 – 23 (currently £24,313 to £26,999)
Tenure	Established
Time	Full time; 37 hours per week; all year round
Responsible to	School Business Leader
Managing	n/a

This is a full time post working 37 hours per week; the hours will be distributed over the week by agreement. The IT Network Manager will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the IT Network Manager will not take any leave during term time.

Main Purpose of the Role

- Overall responsibility for the school IT network.
- Responsible for developing and implementing the School's IT strategy and service provision, including managing all aspects of IT technical support in the school, to ensure the smooth running of the school education environment.

Key Responsibilities

Operational Management

- Contribute to the effective performance and service provision of IT services within the school to minimise disruption.
- Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements.
- Diagnose and resolve complex network, software and hardware faults.
- Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required.
- Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting.
- Provide user support to identify and respond promptly to system or process issues that arise within an agreed framework of performance criteria.
- Implement contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption.
- Lead on projects as required including IT security and efficient use of resource.
- Maintain an up to date knowledge of IT developments.
- Support teaching staff and pupils in technical aspects of IT.
- Maintain computer files by backing up, archiving and deleting information as appropriate.
- Analyse and interpret data e.g. usage trends.
- Develop specifications for software and hardware.
- Design and implement changes to the school IT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate.

- Undertake development work to enhance existing systems or to assist in the preparation of new solutions.

Communications

- Communicate effectively with all staff, contractors and pupils.
- Liaise with all areas of the school and outside organisations as appropriate.
- Communicate with staff and pupils as part of IT technical support to solve complex issues and provide IT related advice on service provision.
- Identify school staff training issues and deliver appropriate IT training.
- Advise teachers and leadership team on software, hardware issues e.g. compatibility.

Resource Management

- Responsible for the school IT budget and forecasting future years projected expenditure.
- Responsible for procuring IT resources and equipment for the school at the best possible price within the limitations of the allocated budget.
- Maintain an inventory of software and hardware.

Strategic Management

- Develop and implement IT related policies and strategies for the school.
- Be responsible for the overall security of the IT network for the school.

Safeguarding

- Be committed to safeguarding and promoting the welfare of children, young people and adults.
- Maintain confidentiality as appropriate

Systems and Information

- Share information appropriately.
- Take overall responsibility maintaining a comprehensive database of all support requests.
- Create and manage all network user accounts, ensuring correct access rights and audit as required.
- Ensure data stored on the system is current and that out of date data is archived.
- Keep up to date with IT developments.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure,
- Work with colleagues to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, work in accordance with the aims of the Equality Scheme.
- Develop own and team members understanding of equality issues.

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster. These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headmaster.

Signed: _____

IT Network Manager

Signed: _____

Headmaster

Date: _____