

**JOB DESCRIPTION**

**POST:** **ICT NETWORK MANAGER**

**SALARY:** **£35,235 – £37,938 (NJC POINTS 25 - 28)**

**CONTRACTED HOURS:** **FULL TIME, 36 HOURS PER WEEK, ALL YEAR ROUND,  
MONDAY – FRIDAY 8.15 am – 4.30 pm (4.15 pm Friday)**

**REPORT TO: BUSINESS MANAGER**

**Principle responsibility:**

To be responsible for ensuring the schools ICT network functions efficiently and effectively to meet the needs of the school and its users and promote effective teaching and learning throughout the school through efficient deployment of ICT resources. To contribute to whole school ICT development to ensure the school is achieving its needs and to take the school forward in the development of ICT. To manage, organise and supervise the work of the ICT support team.

**Job Description:**

1. To develop a medium and long term ICT development plan, based on the school's educational objectives in order to keep the school up to date with developments in ICT.
2. To plan for major developments of ICT across the school and project manage their implementation.
3. To develop ICT strategically within the school to achieve a secure, safe and efficient ICT environment for staff and students.
4. To advise the Senior Leadership Team on emerging technologies as appropriate.
5. To support the full range of financial planning for ICT, through the identification, planning and costing of all future developments and upgrades to achieve the best value for the school.
6. To conduct training on appropriate use of ICT resources, document systems and procedures and support staff with ICT related problems. This includes presenting to staff at briefing sessions or briefing the Senior Leadership Team.
7. To undertake appropriate training courses relevant to the ICT capabilities of the network and demonstrate a commitment to continuous professional development.
8. To manage work schedules, training and development of the technical team, including undertaking annual appraisals, as appropriate.
9. To participate in departmental and other school meetings as required.
10. To undertake any other relevant duties as required by the Headteacher.

**Specific Duties:**

1. To manage the curriculum and administration networks to ensure maximum efficiency ensuring that all ICT systems are fully operational at all times.
2. To manage active network components including switches and routers, servers and Microsoft technologies such as active directory and any other relevant network services.
3. To manage the antivirus system, firewall, internet filtering, email filtering and related monitoring systems escalating any misuse or system breaches to the Business Manager immediately.
4. To set support priorities, balancing response to helpdesk support requests with the need to follow planned monitoring and maintenance, in the context of wider ICT services demands.
5. To support more complex requests, perform advanced troubleshooting on PCs, peripherals and applications. Advise on compatibility of hardware, applications and operating systems, according to user requirements.
6. To liaise with the Business Manager to ensure efficient use of IT budgets and achieving best value for all ICT expenditure.
7. To be responsible for the preparation of specifications for all hardware and software requirements throughout the school liaising with Hi impact, other services and suppliers as appropriate. To provide support for cloud-based systems including EduLink, Civica Financials, IRIS Reach, Securus and CPOMs. To liaise with users, external engineers and manage external contracts as appropriate.

8. To ensure that all legal and contractual obligations relating to ICT resources, software licencing, systems and services are met.
9. To be responsible for the maintenance of stocks and supplies in sufficient quantity, stock security and inventory control of ICT stock and redeployment of resources where necessary.
10. To manage the lifecycle of all IT equipment across the school, including exploring alternative uses and systems to extend the usefulness of IT devices in order to maximise value. To perform repair or organise repair for devices to prevent wastage. To determine when a device has reached the end of its usable life and dispose of appropriately, in line with ethical, legal and environmental obligations.
11. To be responsible for Data back-up and system security including copying, restoring and storage of media and maintenance of a virus free environment including a robust cyber security strategy, and to plan disaster and data recovery contingencies to enable an efficient return of service after any unforeseen system outages.
12. To follow advice over matters of Health & Safety where applicable.
13. To organise and undertake appropriate training for all staff in the operation and methods of using computer systems and applications, including overseeing the schools' printing solutions.
14. To produce risk assessments, user manuals or training procedures as appropriate.
15. To be responsible for investigating legislation and government directives that may affect the school and reporting these to senior managers.

**Support for The School:**

1. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
3. To establish constructive relationships, to support the achievement and progress of students.
4. To contribute to the overall ethos/work/aims of the school.
5. To carry out any other duties commensurate with the grading of the post as may be decided by the Headteacher.

These responsibilities may be changed in the light of future developments but only after consultation with the post holder.

*This post is subject to the satisfactory completion of a six-month probationary period*