



## Network Manager

### Job Description

#### Vacancy

The successful candidate will work with the Director of IT Systems to ensure the successful design, implementation and maintenance of all IT systems across the College.

This post offers the opportunity to show outstanding operational and customer management while building strong relationships with the Senior Leadership Team (SLT), teaching and administrative staff.

This role will therefore suit someone that is not only passionate and knowledgeable about technology but is a great communicator who enjoys solving problems.

We are looking for a dynamic, enthusiastic individual to join the College and make a positive contribution to the teaching and learning of young people.

Excellent pay and conditions, including an attractive bonus.

#### The College's IT Systems

The College currently has:

- A bespoke MIS with an internal component for office management and a web Portal for staff, students and parents;
- A VLE for academic use;
- Box cloud services for file storage and collaborative working;
- Outlook 365 for communication;
- Sage for accounting;
- A website providing information to prospective and existing students and parents.

#### Person Specification

The experiences, skills and qualities set out below captures the ideal requirements for successful fulfilment of the role described.

#### Key Responsibilities

- Manage, maintain and update the College's Curriculum and Administration network, ensuring it is operational during access hours and respond to and resolve ICT incidents to meet or exceed agreed service levels.
- Audit, set up, maintain and test all ICT equipment, including peripherals, reprographics and AV. Schedule and undertake regular server maintenance and housekeeping including virus checking and daily backups.
- Maintain accurate records of systems, scripts, network maps relating to the smooth running and incremental upgrade of ICT equipment in the College.
- MIS report creation, scheduling and maintenance
- Key responsibilities within data management
- Regularly communicate with system users to keep them updated and informed.
- Administration of E-Mail system and Video Conferencing

- Hardware rolling replacement planning
- Software licence auditing
- Digital exams setup - maintaining and supporting exam user accounts and software which takes automated backups. Linked to registers of exam users for each account.
- In partnership with the Director of IT Systems prepare and evaluate the annual College IT development plan.
- Prepare an operating budget for IT, submitting detailed bids each year to the Director of IT Systems.

#### Knowledge and Skills

	Essential	Desired	Method of assessment
Qualifications	<ul style="list-style-type: none"> <li>• Educated to Degree level or above in field of Network Administration</li> </ul>	<ul style="list-style-type: none"> <li>• MCSA, MCSE, CCNA, CCNP</li> </ul>	Application
Experience and Skills	<ul style="list-style-type: none"> <li>• Microsoft Windows Server 2012 and 2016</li> <li>• Infrastructure LAN, VLAN, WLAN, SAN management</li> <li>• Network and systems performance monitoring</li> <li>• Windows Multipoint Server</li> <li>• PowerShell</li> <li>• Hyper-V</li> <li>• WSUS</li> <li>• IIS</li> <li>• Automated deployment using MDT, WDS and ADK</li> <li>• Windows 7, 10</li> <li>• Office 365</li> <li>• Azure AD Connect</li> <li>• ADFS</li> </ul>	<ul style="list-style-type: none"> <li>• Android, OSX, iOS, Apple TV</li> <li>• Lightspeed MDM</li> <li>• SmoothWall firewall</li> <li>• Ruckus Wireless AP</li> <li>• CCTV</li> <li>• SQL</li> <li>• SharePoint</li> <li>• IT budget management</li> <li>• Exchange Online / Exchange 2016</li> <li>• Box (cloud based sharing)</li> <li>• Symantec Backup Exec</li> <li>• Veeam</li> <li>• Sophos Antivirus and SafeGuard Encryption</li> <li>• Paper Cut / Print Manager+</li> </ul>	Application; Interview
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Exceptional communication skills;</li> <li>• Passionate about delivering exceptional customer support;</li> <li>• Able to work alone and as part of a team;</li> <li>• Sound planning, organisational and prioritising skills;</li> <li>• An innovative and tenacious approach to problem solving;</li> <li>• A sense of humour, flexibility and a positive 'can-do' approach;</li> </ul>	<ul style="list-style-type: none"> <li>• Previous network administration and support experience in a school environment an advantage</li> <li>• Experience of developing and implementing strategy</li> </ul>	Application; Interview

***Brampton College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post will be subject to an Enhanced DBS Disclosure. The deadline for applications is 12.00pm on Monday 2<sup>nd</sup> October, with interviews to take place the same week.***