

JOB DESCRIPTION



JOB TITLE

Network Manager

REPORTING TO

Director of Information Systems

STAFF RESPONSIBLE FOR

Deputy Network Manager
Senior Information Systems (IS) Support Engineer
Helpdesk Administrator

JOB PURPOSE

To manage and be responsible for the School computer network, the associated IT infrastructure and the IS staff who will assist you in this area of the department.

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the management and administration of all, but not limited too; network servers; Office 365; switches; firewalls; routers; and gateways to ensure that the performance of the network is stable and meets the needs of the school.
2. To be responsible for the management, administration and implementation of essential disaster recovery systems (backup devices and software, UPS batteries, emergency control procedures and associated equipment)
3. To be responsible and manage the provision of filtered internet and email filtering, ensuring compliance with statutory and school policy at all times.
4. Working with the Director of IS, investigate relevant new and emerging technologies that have the potential to improve effectiveness and/or functionality, in line with needs of the school.

5. To manage user permissions and security in line with the IS Access control policy, reporting, as necessary, to the Director of Information Systems.
6. To liaise with and manage external IS contractors to deliver system maintenance, design system upgrades and improvements, through to implementation.
7. Manage the IS Support desk and provide guidance to support engineers where escalation of support requests is needed.
8. Responsible for new software/hardware roll outs including the production of project plans and quality assurance procedures to ensure correct implementation.
9. To ensure that any IS projects that you are responsible for, are completed on time, within budget and meet the needs and expectations of the users.
10. To assist the Director of IS in delivering an appropriate level of Information Systems support is provided for all members of the school community.
11. To promote and encourage the use of IS within the School.
12. To contribute to the maintenance of an accurate inventory of IS equipment.
13. To contribute towards a strong CPD programme for all IS staff to enable the school to keep ahead of appropriate and emerging technology.

SAFEGUARDING AND CHILD PROTECTION

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Promoting the Welfare of Children policy and procedures at all times.

HEALTH AND SAFETY

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (MERLIN).

EQUALITY AND DIVERSITY

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

PROMOTING BRITISH VALUES

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the

ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

PERSON SPECIFICATION



SKILLS AND QUALITIES

- An IS professional with broad experience in the services sector. A background in education would be useful but not essential. (A Microsoft MCSE or MCSA qualification would be desirable but is not required).
- A proven track record in the use of effective personal communication skills at a variety of levels within an organisation
- A commitment to providing excellent customer service
- Creative and innovative in the provision of Information Systems
- Effective staff management skills
- The ability to assimilate and absorb information at speed
- The ability to work effectively as a member of a team
- An interest and the ability to keep up to date on advancements in IS
- Able to demonstrate a professional approach and act as a role model
- Committed to confidentiality and discretion at all times
- Flexible, adaptable and forward thinking.

TERMS, CONDITIONS AND BENEFITS



Downe House offers a range of benefits and competitive terms and conditions as outlined below.

Salary

You will be paid on the Downe House pay scale and your salary will be agreed by the Headmistress. The salary for the post will be between £43,000 and £45,000 per annum, depending on experience. The School normally reviews salaries on an annual basis and any pay awards agreed by the Board of Governors' are implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

Working Hours

Members of the IS department work to a shift based rota as highlighted below: -

8:30 – 16:30, 9:00 – 17:00, 10:30 – 18:30, Term time only, Monday – Friday

8:30 – 12:30 Term time only, Saturdays (in rotation with other members of the IS team and equates to approximately 9 Saturdays per annum.

9:00 – 17:00 Monday – Friday, outside of term time.

37.5 hours per week working Monday to Friday but there may occasionally be opportunities to work evenings and weekends to support School events. Where additional hours are required then time off in lieu will be given, but not necessarily on an hour for hour basis.

Probation period

During your first 6 months of employment you will be on a probation period. This period is designed to give both you and the School the opportunity to assess your suitability for the role. You will meet with your line manager (Director of Information Systems) on a regular basis and receive feedback on your progress and discuss your training and development needs.

Notice period

Your notice period during the probation period will be two weeks on either side. On successful completion of your probation period this will increase to 1 month on either side.

Pension

After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Stakeholder Pension Plan with Aegon Scottish Equitable to which the School will contribute the equivalent of 9% of your salary if you contribute a minimum of 3% of your salary. Lower contributions are also available in line with statutory guidance.

Holidays

You will be entitled to 25 days' annual leave per year plus public holidays that fall within the School holidays (normally seven of the eight public holidays).

In addition there may be additional holiday during the Christmas period if the School closes between Christmas and New Year. This will normally be three additional days and you will not be required to use your annual leave entitlement. It should be noted that this Christmas holiday is non-contractual and cannot be guaranteed.

Sick Pay

On successful completion of the 6 month probation period, you will be eligible for sick pay under the School's occupational sick pay scheme. This will be as follows

- Up to two weeks full and two weeks half pay during your first year of employment.
- Up to one month full and one month half pay in your second year of employment.
- Up to two months full pay and two months half pay in your third year of employment.
- Up to three months full pay and three months half pay in your fourth year of employment onwards.

Meals and Refreshments

During term time we provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall, and a wide choice is normally available. Refreshments are also available throughout the day. Meals and refreshments are available during your working day and are free of charge.

Parking

There is plenty of free on-site parking available.

Smoking

Smoking is not allowed in any of the School buildings or on the School site. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are permitted to smoke.

Disclosure and Barring Service checks (DBS)

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also

be important for you to keep us fully informed of any changes that take place that could affect your DBS status.

Staff Facilities and Social Events

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, gym, tennis and squash. In addition you will be invited to a number of school social events and functions that run throughout the year.

Induction and Staff Training and Development

You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be expected to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712. Alternatively, please email the HR Department recruitment@downehouse.net