

Job Description

Assistant Network Manager

Role

To ensure the smooth running of the school network, so as to promote consistent excellence in teaching, learning and administration, in school and beyond, in line with the school's aims and Development Plan.

Responsible to: Network Manager

Responsible for:

Strategic

- Support the planning of developments in the Network hardware, infrastructure and software
- Work on specified long-term projects within the Network maintenance & improvement plan
- Develop bespoke solutions to identified school needs on the network
- Investigate and attend such training courses as are necessary to continue to carry out the job

Operational

- Provide support to users, including the creation and management of email accounts and user accounts, basic software support and management of network peripherals.
- Security mark all new equipment
- Maintain database/records of school equipment including loans to staff
- Maintain bespoke network systems including the intranet, digital signage, bell system.
- Undertake the maintenance/repair of computers, staff laptops, mobile devices and other peripherals on the school network.
- Install new hardware and software
- Have an awareness of Health and Safety and ensure that equipment is safe to use

Working with network manager

- Undertake day to day routines to maintain the network in the best possible working order including basic server maintenance
- Investigate issues that arise on the school Network and connected devices, identifying and providing resolutions
- Evaluate new hardware and software

Working with the network manager and curriculum teams

- Provide support for the delivery of the curriculum and examinations requiring the use of IT suites and or mobile devices.

Working with outside contractors

- To raise support calls and warranty claims to address issues that arise on the network or devices attached to the network

How to fulfil the role

In order to fulfil this role effectively, the following qualities and characteristics are required, and training is available as appropriate:

Initiative

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.*
- *Thinks and acts ahead*
- *Seizes opportunities and sorts out problems*

Relating to others

- *Team working: the ability to work with others to achieve shared goals*
- *The ability to manage and direct others in their work (desirable)*
- *Support and endorse the school's Christian ethos*
- *Maintain a professional and effective working relationship with all users of the school network.*

Reflecting

- *Reflect on personal and professional development*
- *Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance*

Reliability

- *Able to complete work in a reasonable time to the required standard*

Skills

- *Has great attention to detail*
- *The ability to problem solve, think logically and creatively*

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.

Hours per Week: 37 hours term-time + 5 days INSET + 10 days during holidays

Grade: 5-6

Date last reviewed: 03 January 2017

Specific Knowledge and Skills required for the role

Area	Qualifications/experience	Essential/desirable
Understanding of windows desktop and server operating systems, Apple operating systems and server, Linux operating systems, Microsoft office suite, multimedia editing tools.	A minimum of 2 years' experience or appropriate qualifications	Essential
Knowledge of Microsoft Exchange SQL, IIS, My SQL, VMWare ESXi, Apache, HTML, PHP, python or similar.	A minimum of 2 years' experience or appropriate qualifications	Desirable
Knowledge of networking and switch technology	A minimum of 2 years' experience or appropriate qualifications	Essential
Technical knowledge of computer hardware and peripherals	A minimum of 2 years' experience or appropriate qualifications	Essential
Education to a high level- at least A level or equivalent.	Qualifications	Essential
Knowledge of SIMS and other school admin systems	A minimum of 2 years' experience	Desirable
Good literacy and numeracy skills	Qualifications	Essential