

JOB DESCRIPTION



Interim Network Manager

Location:	King Edward VI Camp Hill Boys & Girls
Accountable to:	Headteacher (CHB) and Headteacher (CHG)
Direct reports:	IT technician team on Camp Hill site
Hours of work:	36.5 hrs per week
Length:	Fixed Term Contract – ending 31 st August 2027
Salary:	£42,123.00 FTE

Purpose of the role

The Interim Network Manager will provide operational leadership and technical oversight of IT infrastructure, network services and digital systems across King Edward VI Camp Hill School for Boys and King Edward VI Camp Hill School for Girls, ensuring both schools benefit from secure, reliable and consistently delivered technology services.

The postholder will be responsible for maintaining and improving network infrastructure, wireless connectivity, servers, cloud platforms, cybersecurity controls and end-user computing environments. Working closely with the Foundation's central Digital Team, the role will ensure local technology services align with established standards, policies and strategic priorities.

A key responsibility will be managing day-to-day IT operations, coordinating technical support, resolving complex incidents, overseeing infrastructure maintenance and ensuring effective monitoring, backup, disaster recovery and business continuity arrangements.

The role will support the continued development of Microsoft 365, Entra ID, Intune and associated security technologies, promoting consistent configuration, effective device management and robust identity and access controls across both schools.

As an interim appointment, the postholder will provide immediate operational stability, identify opportunities for service improvement, strengthen technical documentation and support the transition towards a more consistent, centrally governed digital operating model, minimising disruption to teaching, learning and school operations.

Principle responsibilities and duties

IT Service Delivery and Operational Management

- Oversee the delivery of reliable, responsive and effective IT services across Camp Hill Boys and Girls Schools, ensuring minimal disruption to teaching, learning and daily operations.
- Manage technical support activities, prioritising incidents, service requests and escalations through the centralised Halo IT service management platform.
- Coordinate local IT resources, external contractors and suppliers, ensuring service standards and operational requirements are consistently achieved.
- Adhere to Academy Trust procurement systems and policies.

Network, Infrastructure and Cloud Services

- Maintain and support wired and wireless networks, internet connectivity, firewalls, servers, storage and associated infrastructure.
- Administer Microsoft 365, Entra ID, Intune and Azure services, ensuring secure configuration, availability and effective endpoint management.
- Monitor infrastructure performance, undertake preventative maintenance and resolve complex technical issues.

Cybersecurity, Safeguarding and Resilience

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- Implement and maintain cybersecurity controls, including multifactor authentication, conditional access, endpoint protection, vulnerability management and security patching.
- Maintain effective internet filtering, monitoring and email security arrangements supporting statutory safeguarding requirements.
- Ensure backup, disaster recovery and business continuity procedures are documented, regularly tested and operationally effective.

Technology Governance and Compliance

- Maintain accurate asset inventories, licensing records, technical documentation and configuration standards.
- Ensure compliance with Foundation policies, cybersecurity requirements, data protection obligations and relevant Department for Education technology standards.
- Support technology audits, risk assessments and the remediation of identified vulnerabilities.

Projects, Improvement and Transition

- Coordinate infrastructure upgrades, device deployments and technology improvement projects across both schools.
- Support the Foundation's central Digital Team in implementing standardised platforms, processes and security controls.
- Identify opportunities to improve service efficiency, reliability and the user experience.
- Provide operational continuity throughout the interim appointment, ensuring effective knowledge transfer, documentation and handover arrangements.

General responsibilities and duties

- To develop a clear understanding of the Academy Trust's vision, mission and strategic aims and to actively support these.
- To remain up to date with the Academy Trust's policies, procedures and code of conduct and always uphold these.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.
- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

Person Specification

Essential	Desirable
Knowledge and experience	
Experience managing IT infrastructure and services across complex or multi-site environments.	Experience working in secondary schools, grammar schools or academy trusts.
Strong knowledge of Microsoft 365, Entra ID, Intune, Azure and Windows Server.	Knowledge of DfE technology standards, KCSIE and school safeguarding requirements.

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Experience managing LAN, WAN, Wi-Fi, firewalls, VLANs, DNS and DHCP.	Experience with Cisco, Aruba, Fortinet, Sophos or equivalent networking technologies.
Knowledge of cybersecurity, endpoint protection, MFA, conditional access and patch management.	Familiarity with Microsoft Defender, Purview, Sentinel and email security protocols.
Experience managing IT support, incident resolution, service delivery and technical escalations.	Experience with Halo ITSM, ITIL frameworks and supplier management.
Experience deploying and managing Windows and Apple devices, including software distribution.	Experience with Windows Autopilot, Apple School Manager and automated device enrolment.
Knowledge of backup, disaster recovery, business continuity and infrastructure monitoring.	Knowledge of CCTV, access control, PaperCut Hive and classroom audiovisual technologies.
Experience maintaining technical documentation, asset records, configuration standards and infrastructure improvements.	Experience supporting cloud migrations, network modernisation and centralised IT transformation.
Qualifications	
Relevant IT qualification at Level 3 or above, or equivalent demonstrable professional experience.	Degree or higher-level qualification in IT, Computer Science, Networking or a related discipline.
Relevant Microsoft certification, such as Microsoft 365, Azure or Endpoint Administrator, or equivalent practical expertise.	Industry-recognised networking certification, such as Cisco CCNA, CompTIA Network+ or equivalent.
Demonstrable technical training or professional development in network administration, infrastructure and cybersecurity.	ITIL Foundation, Microsoft Security or recognised cybersecurity certification.
Competencies	
Strong analytical and problem-solving skills, with the ability to resolve complex technical issues.	Ability to identify opportunities for technical innovation and service improvement.
Ability to prioritise competing demands and manage workloads across two school environments.	Experience contributing to IT strategy and operational improvement initiatives.
Excellent communication skills, with the ability to explain technical matters to non-technical stakeholders.	Ability to deliver technical training and knowledge-sharing sessions.
Strong organisational skills, with attention to detail and accurate technical documentation.	Experience developing standard operating procedures and technical frameworks.
Ability to work independently, demonstrate initiative and make sound operational decisions.	Ability to lead technical projects and coordinate cross-functional activities.
Strong customer service focus, with a commitment to supporting teaching, learning and school operations.	Ability to evaluate emerging technologies and recommend practical improvements.
Ability to manage incidents calmly, maintain service continuity and respond effectively under pressure.	Experience managing suppliers, contractors and third-party service providers.
Collaborative approach, with the ability to work effectively with school staff and the Foundation's central Digital Team.	Experience supporting organisational change, technology standardisation and service transformation.