Torquay Girls' Grammar School

Name: -

Job Description: - ICT Network Manager

Scale: - J

Hours Per Week: - 37

Weeks Per Annum - 52

Responsible to: - Assistant Headteacher – Curriculum and Systems

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PURPOSE OF JOB

Development and management of the ICT function within the school.

CORE RESPONSIBILITIES

- Management of IT staff providing technical support to the staff and students.
- Management of the ICT network, including, but not restricted to:
    - Virtual infrastructure – VMware
    - Network infrastructure – Switches, cabling, VLANS, Wi-Fi, etc
    - Backup – Veeam
    - Active Directory, Azure Active Directory, Group Policy, Endpoint Management, System Center
    - Office 365 and all its technologies including mail, SharePoint, Teams, OneDrive, Compliance, Advanced Threat Protection, etc
    - IT account management and access rights
    - Asset management
    - Filtering
    - Security, including firewall, update management, threat protection, etc
    - ISP
    - Domains and DNS records
    - Website hosting (excluding website design and content)
    - Auditing & compliance
    - Integration and synchronisation with and between external systems, Microsoft SDS, SIMS, etc
    - Printing solutions (excluding MFDs)
    - Building management systems: Heating, CCTV, sign-in, gate access, etc
    - Financial & catering systems
    - Phone system (3CX / SIP trunks)
- Research, designing and implementing changes to the school's IT network.
- Develop and update procedures for managing the network.

- Oversee the fault finding and diagnostic work undertaken by the technicians, ensuring maintenance is completed in a timely fashion.

- Provide training and development for the IT technicians.

- Procurement and management of software, hardware and IT licensing required by the school within agreed budgets.

- Represent the IT function to the senior management team at the school.

- Technical lead for cyber incidents. Presentation of incident reports to the Headteacher and Trustees.

- Update and present the network development plan to the Headteacher and Trustees.

- Assist with subject access requests and investigations

- Advise on the IT requirements for new building projects.

GENERAL RESPONSIBILITIES AND DUTIES

- To fulfil Safeguarding responsibilities in accordance with the TGGS Safeguarding Policy

- The postholder will be required to follow school policies and the staff code of conduct

- Develop quality relationships with all users of the ICT facilities in the school.

- Support the behaviour of pupils at the school.

- To attend the morning staff briefings.

- To promote the aims of the school and support the promotion of the school in the community.

- To undertake any other tasks as required by the Headteacher which are compatible with these.

GENERAL INFORMATION

- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: …………………………………………………………………………… Date: ………………………………..………