

Dronfield Henry Fanshawe School  Job Description	Title: Network Manager	Revision No:	2
		Date Agreed:	May 2019
	Postholder:	Grade:	12
		Hours:	37
	JD Reference: ADM16	Weeks:	52
		Review Date:	

RESPONSIBLE TO:
ADM01 – Director of Resources

RESPONSIBLE FOR:
ADM17 – ICT Technicians, ADM18 - Website Technician

POST OBJECTIVES:
To provide efficient and effective IT and Network support

DUTIES AND RESPONSIBILITIES:
<ul style="list-style-type: none"> • To lead in the design, management and development of the schools network infrastructure. • To assist the SLT in making strategic decisions related to school systems and procedures. • Identify priorities for ICT development emerging from learning and teaching requirements. • Identify priorities for ICT development emerging from administration and support requirements. • To be responsible for ensuring that the ICT systems work at optimum performance 24/7. • Planning and Installation of IT infrastructure both internally and via external contractors • To respond to technological challenges arising from school developments. • To be aware of emerging technologies and advise SLT as appropriate. • To be responsible for software licensing. • To manage back up procedures and disaster contingencies. • To organise and agree paid contacts for feeder school support. • To liaise with feeder school head teachers on work to be carried out. • To manage the work of the ICT Technicians. • To manage the work of the Web Technician. • To oversee maintenance requirements for ICT and the Network. • To manage all aspects of the schools website and VLE. • To manage technical aspects of the schools MIS system. • To train technicians and other users on key aspects of the schools ICT systems • To manage the budget for development, replacement and repair of hardware. • Oversee technology links with partner schools. • To advise of recent developments in ICT.

AGREED ADDITIONALITY:	GRADE:	DATES FROM:	TO:

METHODS OF WORKING:

- The post holder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines
- The post holder will comply with the policies of the School, including the Child Protection Policy, Equalities Policy, Health, Safety Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer
- The post holder will have due regard for DCC financial regulations and operate within Schools financial systems and procedures ensuring 'best value' is achieved
- Be aware of and support individual's needs to ensure all students have equal access to opportunities to learn and develop
- Contribute towards the overall ethos, work and aims of the school
- The post holder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required
- The post holder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Person Specification -**EXPERIENCE:****Essential:**

- Detailed knowledge of IT support needs.
- Comprehensive knowledge of Windows operating systems (Windows 7 and above).
- Good knowledge of applications such as Microsoft Office and Adobe products.
- Familiar with IT devices, wired and wireless networking and computer construction.
- Demonstrate a core understanding of server and network technologies.

Desirable:

- 3 years in an IT support role
- Working knowledge of Citrix applications and XenDesktop

QUALIFICATIONS/EDUCATION/TRAINING:**Essential:**

- Suitable ICT qualifications to degree level and/or previous experience in developing and maintaining an ICT network service

KNOWLEDGE AND UNDERSTANDING:**Essential:**

- Commitment to safeguarding and promoting the welfare of children and young people
- A competent knowledge and understanding of ICT Networks (preferably within a school environment)
- Good technical ability and the necessary skills to solve ICT hardware and software problems
- Confidence in their ability to train staff, including the ICT Technicians
- Understanding of the need to achieve best value and the ability to satisfactorily manage a Capital Budget
- Committed to providing a high standard of service

SKILLS AND COMPETENCIES:**Essential:**

- Excellent communication and interpersonal skills
- High standard of written and spoken English
- Excellent planning and organisational skills
- Excellent organisational skills

ABILITIES AND ATTRIBUTES:

Essential:

- Ability to lead and manage the ICT Technicians
- Strong organisational skills to prioritize work and manage time effectively particularly under pressure
- Ability to prioritise and cope with competing deadlines
- Commitment and enthusiasm
- Flexibility and patience
- Belief in the importance of teamwork and collaborative approach
- Calm approach, unflappable
- Confidentiality, tact and discretion
- High level of accuracy and attention to detail
- Positive attitude and good sense of humour

Postholder's Signature _____

Line Manager's Signature _____

Date _____