

SNARESBROOK PREP SCHOOL

Job description - Network Manager

Responsible to : The Head

Objectives :

- To follow the vision, aims, values and philosophy of Snaresbrook Prep School
- To be the Network Manager responsible to the Head for keeping the school's computer network and IT operations up to date and running smoothly, enabling them to run an efficient, professional school in a happy, friendly environment.

Key Duties & Responsibilities:

IT

- Coordinate the installation, manage and develop the entire school network infrastructure, servers, workstations and AV solutions
- Install, develop and coordinate hardware, software and network solutions throughout the school, to meet curriculum and administrative needs
- Maintain, repair and upgrade computer systems
- Diagnose and fix problems or potential problems with the network, hardware, software and systems
- Responsible for monitoring and maintaining network systems to improve performance
- Develop, implement and monitor the school's practices for data protection, internet use, email, security and ICT resource management
- Ensure a regular maintenance programme and for resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented
- Responsible for setting up security parameters, ensuring virus checks are implemented and protecting the network from both internal and external threats
- Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse or malfunction
- Provide administration for all software and applications, such as Classroom Monitor, to ensure a seamless end user experience.

Relationship Management

- Provide support and guidance to pupils and staff in the use of all areas of ICT
- Train staff, as appropriate, on a wide range of applications used in school, including Classroom monitor
- Work with suppliers to achieve best value for money in terms of purchasing and maintaining systems
- Being the first and expert point of contact for ICT related technical issues for both internal and external enquiries

Safeguarding of children

- Working with children and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised
- Understanding and implementing all school policies, including the safeguarding policy

Terms

- 20 hours per week.
- Competitive salary reflective of candidate experience.
- 18 days holiday per year (pro-rated equivalent to 28 days if the post were full-time). Holidays to be taken within school holidays.
- Monday to Fridays, 8am to 12noon. More flexible hours during school holidays by agreement.
- To commence 1st September 2018.
- This list may be added to or adapted as required.

