

Position:	IT Network Manager
School:	The Totteridge Academy
Start Date:	September 2025
Reports to:	Business Manager
Salary:	The salary will be commensurate with the significance and importance of the post and experience of the successful candidate.
Hours:	Term Time plus 4 weeks

Job Purpose:

- Manage the school's network infrastructure, including servers, workstations, and cloud services.
- Ensure the network is operational and meets the needs of both curriculum and administrative functions.
- Manage the development, operation and maintenance of the Academy's ICT infrastructure, including all computers, interactive whiteboards, projectors, computer networks and resources, within the Academy, providing effective multi-media resources to staff and students.
- To lead the work of a team of ICT staff, implementing systems that enhance learning and administration and provide efficient and reliable IT support to staff and students.
- To develop effective relationships with staff and students across the academy that assesses and responds to their needs, providing them with support in their use of the network and equipment resulting in higher standards of systems and resource use.
- To take account of and fulfil the development of systems and manage the requirements of Academy policy and practices.

Key Duties

All duties associated with this role always require the highest standards of professionalism in terms of manner, conduct and appearance and a high level of literacy competency.

This role is crucial for maintaining the technological backbone of the school, ensuring that both educational and administrative functions run smoothly.

Leadership

- To provide regular reports to the Senior Leadership Team on the effectiveness of systems and to provide advice relating to strategic improvements
- Maintain and manage the database of support requests.
- To plan the work of the ICT Technician(s) recognising their strengths and areas of expertise and to produce documentation for all procedures.
- To create a professional work environment and ethos within the ICT Support Team.
- To undertake regular meetings with the ICT Team to ensure that their technical knowledge is current, and they can meet all aspects of their work.
- To provide appropriate support and training to maintain an effective service.
- To recruit and train new ICT staff.

Network Infrastructure:

- To develop systems and resources to implement Academy policy and to enhance learning.
- To take overall responsibility for ensuring that the Academy network is managed, monitored and maintained so it operates efficiently and effectively, anticipating and rectifying likely difficulties wherever possible.
- To oversee the design and implementation of systems for backup, validation and restoration and to have knowledge of systems protocol for disaster recovery plans.
- To oversee the design and implementation of security, licensing and data protection policies and practice in line with ULT guidance.
- To ensure that the Academy has licences for the software in use at the time and maintaining documentary proof of this.
- To oversee the creation, implementation and monitoring of procedure for user and file maintenance and other administrative tasks.
- To ensure the network is always secure and that staff and students have access only to appropriate areas of the network.
- To design, specify, procure and install hardware and software that support learning, administration and other functions of the academy.
- To ensure up-to-date inventories of hardware, software and A/V and ICT resources are maintained, following up any issues that may arise.
- To manage and develop the current A/V requirements of the school, including interactive whiteboards, projectors, and cabling.
- Ensure network and equipment security, including antivirus updates and security patches.
- Ensure compliance with data protection, internet use, email security, and ICT resource management policies.

Financial Management:

- To plan, procure, manage and monitor budgets for digital strategy projects ensuring that the Digital Strategy Leader/SLT are aware of the replacement programme and future development requirements.
- To be responsible for day-to-day ordering, procurement and asset management of ICT equipment, cabling, software and consumables ensuring compliance with financial controls and processes.
- To create and manage tenders for ICT resources in accordance with the Academy's guidelines and national frameworks.

Applications Management

- To manage various Academy wide support software such as Arbor, Active Learn, CPOMS, Salamander, Access systems, Cashless catering, Papercut etc.
- To ensure that they are kept updated and working at optimum performance.

General

- To adhere the Academy's and United Learning policies and procedures
- To ensure compliance with the Health and Safety at Work Act 1974
- To ensure all data management complies with the Data Protection Act 1998
- To show commitment to the Academy's Equal Opportunity Policy
- To strive to develop ICT within the Academy to aid teaching and learning

Flexibility

- This job description is not intended to be all-inclusive, and we require the postholder to be flexible and show initiative.
- The post holder may be required to perform other related duties, within the pay grade, to meet the ongoing needs of the school.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.