

## ST COLUMBA'S COLLEGE

### JOB DESCRIPTION

**Job Title:** Network Manager  
**Responsible to:** Head of IT Services  
**Responsible for:** IT Technician(s)  
**Last Updated:** July 2018

#### **Purpose of the Job:**

- To ensure that the College network is effectively managed and maintained and that the current and future needs of the College are catered for.
- To line manage the IT Technician(s) in order to meet the College's day to day IT requirements

#### **Frequent working contact with:**

College Leadership Team, SIMS Co-Ordinator, Examinations Officer, Premises Manager, all teaching and non-teaching staff in Prep and Senior Schools, students, parent, suppliers, service contractors, agencies.

#### **Main Areas of Responsibility**

- Working with the Head of IT Services to maintain and develop the College I.T network and systems ensuring that the ongoing operation is maintained to support the requirements of the school. Investigate and resolve faults with minimal disruption to the normal operations of the school.
- Proactively manage the school servers completing updates as required. Install and configure new servers as and when required and complete server replication when needed.
- Complete updates for all I.T. systems at the College including but not limited to; SIMS and PASS. Develop the College's management information system SIMS to meet and support the changing demands of the College and resolve issues to the system when required.
- Complete regular backups of the College I.T. systems ensuring that should the systems fail they can be restored with accurate data and minimal disruption to the normal operations of the College.
- Maintain and manage the College's I.T. security systems ensuring that the network is protected at all times, including but not limited to; management of the anti-virus software and encryption of data and devices where needed.

- Working with the Head of IT Services provide support to whole College I.T systems including but not limited to; telephony system, cashless catering, online payments, school email, library systems. Completing upgrades as required and investigating new systems that can be implemented to support the development of the College.
- In conjunction with the Head of IT Services develop a short, medium and long term strategic plan/vision on delivery of I.T systems and infrastructure at the College. Identify solutions and future developments to enhance the College's I.T. offering. Support the implementation of these when needed liaising with relevant contractors/suppliers as required.
- Manage/lead the team of I.T. support staff and ensure all support requests are responded to in line with expectations with minimal disruption/impact to normal school operations. This will include delivery of the College's printing solution and overseeing the I.T. inventory.
- Deliver whole College training on new IT systems when required and to support teaching and learning.
- In conjunction with the Head of IT Services, share best practice, knowledge and understanding to deliver outstanding IT provision for the College.
- Where delegated by the Head of IT Services manage the allocated I.T. Budget for equipment and software ensuring that best value is delivered and resources are available to ensure the ongoing delivery of I.T systems at the College.
- Support the Examinations Manager by setting up and managing all online exams and other software requirements.
- Develop and maintain a robust disaster recovery procedure.
- Ensure all systems are safe, secure and fully compliant with data protection and GDPR legislation.
- Communicate effectively with all stakeholders as required.
- Liaise with the Premises Manager, Bursar, College Leadership Team and Head of IT Services to co-ordinate with and advise on future expansion projects and re-development of College site and IT infrastructure

### **Generic Responsibilities**

- Responsibilities carried by all Support Staff in the College comply with the contract of employment.
- Adhere to Catholic School contractual obligations and expectations regarding support for the College's essential ethos as set out in the contract of employment.
- To support the Child Protection policy of the College with particular reference to 'E-safety'.
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example.

The Network Manager will carry out all reasonable requests by the Headmaster of the College and Head of IT Services and may be required to be available at weekends and evenings to respond to any IT emergency.

### **Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

### **The position**

This is an important role within the College community with responsibility for all IT systems and supporting the Head of IT Services to deliver the IT strategy. The Network Manager will be proactive and talented with excellent all round IT support experience.

- Normal hours of work will be full time (35 hours per week), Monday to Friday, plus a one-hour unpaid lunch break. On occasions, the candidate will be required to be flexible with working hours to accommodate the needs of the College by providing dedicated IT support to staff outside of the normal school day. During term time, the IT department as a whole are required to provide coverage from 7.30 am to 5.30 pm. The candidate will also be required to attend on INSET days and the annual Columban Fayre.
- Salary will be dependent upon experience and qualifications and will be in the range of £27,508 to £35,525 gross per annum which is in Band C of the St Columba's College Support Staff Grading Scheme
- 25 days' annual leave + bank holidays and 3 discretionary, non-contractual days between Christmas and New Year when the College shuts down
- Free lunches during term time
- Free use of the College Fitness Suite outside of normal school hours
- Free car parking on site
- Eye care and child care vouchers
- Contributory pension scheme into which the College contributes 6% of salary

The job description will be reviewed regularly and may be subject to amendment after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectation in relation to the post holder's responsibilities and duties in the Prep and Senior Schools