



<b>Job Title:</b>	IT & Network Services Manager
<b>Salary:</b>	£42,392.00 - £46,865.00 (USTS10)
<b>Accountable To:</b>	CEO & Board of Trustees
<b>Responsible To:</b>	CEO

**Accountable For:**

To hold responsibility for the day to day management of IT and Network Services across Unity Schools Trust including remote learning, communications, hardware, software, network security and safeguarding of both users and data. Ensuring that the areas of operation for which I am responsible contribute to outcomes above expectations for the Trust’s students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Trust so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Trust’s activities and that this in turn ensures that everybody takes pride in all aspects of the Trust’s work.

**RESPONSIBILITIES**

**Overall Responsibility**

- i. To support the CTO in ensuring that the Trust’s IT and Network Services provision remains available and accessible to users whilst complying with all relevant data protection legislation.
- ii. To implement Trust wide policies and procedures in relation to the post-holder’s responsibilities.
- iii. To contribute to the planning, development and ongoing management of a Trustwide IT and Network Services solution that will enable the delivery of remote, integrated, systems management and support the ongoing development of learning and teaching across the Trust’s schools.
- iv. To work alongside the CTO in the provision of the Trust’s IT and Network Services offer to partners/ future partner schools.
- v. To maintain compliance with all statutory regulations concerning the maintenance and management of the Trust’s IT and Network services.
- vi. To coach and develop the IT and Network Services Team to ensure excellence is achieved through collaboration.

**DUTIES**

**Strategic**

- i. To oversee the day to day work of the Trust’s Assistant IT and Network Service Managers.
- ii. To maintain the smooth operation of the Trust’s IT and Network Services and to maintain security and compliance in the operation of all Trust systems.
- iii. To work with the CTO in the implementation of system changes and upgrades.
- iv. To support the IT and Network Services team in solution-focused problem solving and system harmonisation.
- v. To contribute to the development of transferable solutions to support wider Trust growth and development.

## **Compliance**

- i. To be aware of the need to comply with relevant statutory obligations in respect of GDPR/ Data Protection regulations concerning the distribution and storage of data.
- ii. To manage day to day compliance in respect of the above, and to work with the CTRO in overseeing all necessary ongoing checks and services.

## **Maintenance**

- i. To monitor and maintain service provision by ensuring accurate reporting and recording of incidents and intervening as required to support system continuity.
- ii. To oversee the work of the Assistant IT and Network Service Managers to support the delivery of IT and Network services across the Trust.
- iii. To support the readiness of any required IT and Network Services resources ahead of planned events.

## **Health, Safety and Security**

- i. Support the CTO in delivering up to date training to team members and ensuring PAT/ safety testing of IT and Network Services equipment in line with statutory requirements/ as required.
- ii. Challenge intruders.
- iii. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- iv. Co-operate with the employer on all matters to do with Health, Safety and Welfare.

## **Safeguarding**

- i. Deal with or report to the nearest member of the teaching staff or Designated Safeguarding Lead, incidents that are seen or reported regarding students' welfare and behaviour.

## **Continuing Professional Development**

- i. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to efficiency, which may lead to improvements in the day-to-day running of the Trust's facilities.
- ii. Undertake any necessary professional development as identified in the Trust's Improvement Plan taking full advantage of any relevant training and development available.

## **Other Requirements**

- i. To promote and safeguard the welfare of children at the Trust's academies.
- ii. To maintain confidentiality at all times.
- iii. To be aware of and adhere to all Trust policies and procedures.
- iv. To carry out any other duties as may be reasonably required by the CEO.
- v. To work in support of the Trust's Improvement Plan.
- vi. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.
- vii. To be available for emergency repairs and call-outs as appropriate.