# JOB DESCRIPTION

| Job Title: | Grade/Level: | |
|---|---|---|
| Local Network Manager | 8/9 (£31,099 to £37,261 per annum) | |
| **Location:** | **Closing Date:** | **Date Prepared:** |
| Bishop Milner Catholic College, Burton Road, Dudley or Stuart Bathurst Catholic High School, Wednesbury | Wednesday 19 July (12 noon) | July 2023 |

**Reporting to:** Central Network Manager

**Responsible for:** Local Network Technician (x1)

**Job Purpose:**

To lead the local IT cluster schools in developing, maintaining and monitoring IT infrastructure across school sites.  Ensuring the highest possible standards of access and curriculum delivery for staff, students and the wider school community and making sure day to day IT activities and provision are maintained effectively and efficiently.

To work with the Central Network Manager in development of the MAC central network

The Local Network Manager will actively embrace the MACs core principles to ensure an inclusive and positive environment for our students.

**Key Duties Responsibilities and Tasks**

*Local Network Responsibilities*

- Be accountable for the management, mentoring and career development of the Local Network Technician & Apprentice;
- Have oversight of the Local Network Cluster, ensuring service delivery in all schools is effective and efficient
- Co-ordinate the management of the IT helpdesks across local cluster schools, escalating and assigning jobs as needed;
- Monitor workload of IT Technicians based across all schools;
- Support the Central Network Manager with projects and central infrastructure;
- Oversight and maintenance of cluster hardware asset register

*Secondary School Responsibilities*

- Manage the curriculum and administration networks including Management Information Systems (MIS);
- Have responsibility for back-up systems and disaster contingencies as they affect the administration and curriculum networks;
- Provide solutions for hardware problems and day to day maintenance issues;
- Install computer hardware and software as required; ensuring that equipment and programmes are up and running for immediate use by the user wherever possible
- Prepare the use of specialist equipment, resources and materials as required by staff, curriculum, lesson plans and administration including the installation and maintenance of new software packages and applications;
- Use of specialist IT skills, training and experience to support staff and students to fully utilise the working and learning environment;
- Work with a degree of autonomy to report to and update the Central Network Manager and IT and Senior Leadership teams within our schools in regard to the current IT position in each site;
- Maintain records as requested including the stock and inventory control of IT equipment
- Assist with any necessary maintenance and expansion of the school networks;
- Manage records, information and data, produce analysis and reports including sourcing quotations and estimates for IT equipment and services to ensure the trust complies with financial regulations;
- Maintain the quality and safety of specialist IT equipment;
- Create and maintain a purposeful, orderly and productive working environment with up to date, workable IT machines which facilitate teaching and learning within our MAC schools
- Contribute to the overall ethos and aims of the MAC.

**General Responsibilities:**

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial and permanent changes shall be incorporated into the job description in specific terms;
- Support the work of the wider MAC;
- Attend and participate in staff meetings, training and briefings as appropriate;
- Provide training to IT team members, where necessary;
- Be aware of and comply with all MAC policies and procedures, in particular those relating to IT, Child Protection, Health & Safety, Security, Data Protection and Confidentiality – reporting all concerns to the relevant person;
- Contribution to and support of the distinctive Catholic Ethos of our MAC and schools;
- To work within and encourage the MAC Equal Opportunities Policies;
- Work towards and support the Academy/school vision and objectives;
- Support and contribute to the safeguarding of students.

**PERSON SPECIFICATION**

| | Essential/ Desirable | Evidence |
|---|---|---|
| **Qualifications/Training** | | |
| Recognised computer or network management qualification at NVQ level 3 or 4 | Essential | App Form / Certificates |
| GCSE Grade C or above in Maths, English and Science | Essential | App Form / Certificates |
| **Experience** | | |
| Experience of maintaining and supporting networks – Windows 10, Servicer 2016, Exchange, Office 365, MIS Office Packages, wireless technologies, cloud technologies | Essential | App Form / Interview |
| Experience of installing and configuring computer hardware and managing projects | Essential | App Form / Interview |
| Experience of working with computer hardware including end user devices, printers, projectors, smartboards etc. | Essential | App Form / Interview |
| Experience in a range of ICT system and software packages | Essential | App Form / Interview |
| Ability to work effectively within a team environment | Essential | App Form / Interview |
| Knowledge of School Information Systems i.e. SIMS/Arbor etc. | Essential | App Form / Interview |
| Experience of managing and monitoring workloads using a helpdesk facility | Desirable | App Form / Interview |
| Experience of managing and training staff | Desirable | App Form / Interview |
| Experience of working within Education | Desirable | App Form / Interview |
| **Competencies** | | |
| Willingness to participate in relevant training and development opportunities | Essential | App Form / Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Essential | App Form / Interview |
| Good interpersonal skills | Essential | App Form / Interview |