JOB DESCRIPTION

Job Title:		Grade/Level:	
Central Network Manager		12 (£46,549 - £49,590 per annum)	

Location:		Closing Date:	Date Prepared:
Bishop Milner Catholic College, Burton Road, Dudley		21 June 2023 (12 noon)	May 2023

Reporting to: Chief Operating Officer

Responsible for: Local Network Managers (x2)

Job Purpose:

To lead IT teams 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 Chief Operating Officer in development of the MAC central network

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

Key Duties Responsibilities and Tasks

Leadership

- Demonstrate effective leadership of the ICT staff to enable the development of an efficient ICT Team; the formation of a positive and engaging department, who are highly focused on the needs of the school community and the embracing of technological change;
- Ensure that the technology used throughout the school is compatible, cost effective and conducive to the achieving strategic goals, vision and mission;
- Be accountable for the management, mentoring and career development of the two Local Network Managers
- Provide strategic advice to the COO on all matters related to ICT and development for the advancement of St John Bosco Catholic Academy.

ICT Management

- Develop and update an ICT Strategy that supports the School's Goals and Objectives;
- Define and seek approval for the level of ICT resources required to meet these goals, and schedule and deliver major projects according to agreed priorities and timelines;
- Provide input into the implementation of policies, procedures and standards relating to ICT systems and their usage;
- Define and seek approval for the level of ICT resources required to meet these goals, and schedule and deliver major projects according to agreed priorities and timelines;
- Provide professional advice, and technical support to staff and students and others in the school community.

Service

- Develop and implement an effective model of service in regard to the provision of Information Communication and Technology services, through effective communication with all members of the community;
- Identify a set of key deliverables and the standards of delivery to be achieved within the ICT department;
- Liaise with the ICT staff to oversee the ICT Service Centre and Helpdesk; and negotiate service level agreements with both internal and external vendors and service providers and, working with the ICT staff, monitor service delivery to ensure the agreed targets and standards are met.

Security

- Liaise with the Systems Administrator and Information Systems Manager to manage Network access to prevent unauthorised entry;
- Liaise with the Systems Administrator to plan Network security, including virus protection and backup solutions;
- Liaise with the Information Systems Manager to manage multiple school databases, to include security, data safety and integrity, and disaster recovery.

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		
Tertiary Qualifications in a related technology or science field	Essential	App Form / Certificates
GCSE Grade C or above in Maths, English and Science	Essential	App Form / Certificates
Experience		
High level analytical skills and demonstrated capacity to provide leadership, leading to the high-level achievement and attainment of business imperatives	Essential	App Form / Interview
Demonstrated experience in leading ICT teams	Essential	App Form / Interview
Demonstrated strong interpersonal and communication skills and capacity to develop and sustain productive relationships, both within and outside the community	Essential	App Form / Interview
Excellent communication, planning and organisational skills	Essential	App Form / Interview
Ability to work effectively within a team environment	Essential	App Form / Interview
Capacity to use strategic thinking and analytical skills to contribute to educational outcomes	Essential	App Form / Interview
Demonstrated support for, and the capacity to develop and maintain an organisational culture based on ethical, professional and personal behaviours	Essential	App Form / Interview
Understanding and appreciation of the risks associated within the ICT environment, and an ability to articulate and develop effective strategies to minimise such risks	Essential	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