



JOB DESCRIPTION

POST: NETWORK MANAGER

REPORTS TO: HEADTEACHER

RESPONSIBLE FOR: IT & E-LEARNING TECHNICIAN

POST DETAILS: Monday – Friday, Permanent, All Year Round
37.5 hours per week 8:30 - 5:00pm (1 hour for lunch)

Talbot Heath School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Purpose

The Network Manager of Talbot Heath School is responsible for the strategic development and management of the School's ICT infrastructure and support service, including:

- Day-to-day management of ICT support for the School
- Development of ICT resources
- Strategic development of ICT capacity, ensuring the School's resources and services are fit for purpose and support future development

Duties and responsibilities

The duties and responsibilities listed below are indicative tasks the Network Manager will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic planning and leadership

The Network Manager will be accountable for developing and implementing an ICT strategy that serves the School's current needs and supports its future development.

The Network Manager will:

- Develop a long-term strategic plan for ICT resources and services across the School that supports the School's wider strategic planning, vision and aims
- Contribute to the School's business planning and risk management exercises, including taking action to mitigate risks where necessary, such as cyber-security risks
- Support the development of School plans, advising on issues related to ICT
- Develop, implement and monitor relevant policies, including those on digital education platforms, remote access, bringing your own device to work, cloud storage, ICT asset management and secure disposal, cyber-security, other

- Advise School leaders on all aspects of ICT strategy and management, supporting effective leadership at all levels of School operations
- Keep up to date on developments in technology for the education sector, alerting School leaders to developments that could support the School's work
- Develop and maintain strong relationships with relevant external organisations
- Manage the School's ICT support team, taking responsibility for their professional development and performance management

ICT resource and service management

The Network Manager will be accountable for managing the School's ICT resources, and for overseeing the delivery of a high-quality ICT support service.

The Network Manager will:

- Develop and implement an asset management system for ICT resource, including maintaining an accurate inventory of equipment
- Keep accurate records related to the purchase or loan of ICT resources, including records related to warranties
- Plan, implement and record changes to hardware and software resources as required
- Oversee procurement processes for ICT resources, ensuring these achieve value for money
- Oversee the maintenance of ICT resources, including ensuring appropriate disposal of ICT assets when necessary
- Manage health and safety issues related to ICT, including doing risk assessments and ensuring regular electrical testing
- Manage the School's management information system (iSams) including user permissions, training and support
- Manage access to the School's ICT network, creating user accounts and ensuring appropriate access rights in line with the School's policies
- Take responsibility for the security of the School's ICT systems, including ensuring appropriate anti-virus and encryption measures are in place
- Work with the School's data protection officer to ensure that the School's ICT systems reflect appropriate data protection measures and good practice
- Manage the School's contracts and service level agreements for outsourced ICT support and services, including ensuring that contracts achieve value for money and standards of service quality are high Manage relationships with the School's external suppliers and contractors
- Design, implement and monitor a system for responding to support requests, recording ICT casework information, and reporting on support requests to support continued improvement
- To provide a whole school support provision across AV equipment including lighting system, sound system, projectors, sound mics, televisions, video recorders, tape recorders, CD players and OHPs
- To prepare and set up AV equipment as required by Junior and Senior School lessons and extra-curricular activities as well as any external lets and bookings
- Assist users with the operation of AV equipment providing advice and training in the usage of the equipment.
- Provide technical support to staff and students preparing any AV/digital materials
- Supporting any AV requirements at Open Evenings, Parents Evenings and other school events as required
- To operate both the stage lighting systems [zero88 FLXS48 and 24] and sound system [MTX3 DPS Mixer and 24ch Yamaha sound desk] using ipad / tablet.
- To lead on all aspects of Audio-Visual management of all school performances and all out of hours school events.

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Degree in a relevant technical field • Industry led equivalent qualifications • Certificate or diploma in computer science
Skills and knowledge	<ul style="list-style-type: none"> • Computer literacy • Strong understanding of communication networks • Knowledge of technical systems • Strong numeracy and data skills • Understand of network hardware and software
Personal qualities	<ul style="list-style-type: none"> • Attention to detail • Logical thinking • Time management • Problem solving • Teamwork • Strong communication skills • The ability to work under pressure • Patience and flexibility

General

- To promote and support Talbot Heath’s culture of “Honour before Honours” and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School’s Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.