

JOB DESCRIPTION

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| Title of Post: | Deputy IT Network Manager |
| Scale: | 8 |
| Responsible to: | IT Network Manager |
| Purpose of the Job: | The Deputy ICT manager will deputise in the absence of the ICT manager and assist him/her in carrying out the responsibilities of the post. The prime function of both posts is the management, maintenance and development of all school ICT networks and provision to support the school in meeting its learning targets. |

Duties & Responsibilities:

Management of All Aspects of the School ICT Networks:

- Assist in the provision of strategic advice and support in the creation and implementation of School ICT Policies (including legal compliance with data protection, copyright and health & safety legislation), thereby supporting the School in meeting its targets and identifying future network needs.
- Assist in the management and execution of school IT related policies including email, internet and acceptable usage policies.
- Support the manager in overseeing the resilience of all school IT systems and software to interruption
- Assist the manager in the construction and implementation of the network development plan, and monitoring the budget spend, so that resources are used to best effect.
- Assist in the management of developments from specification to procurement of all IT equipment and software within agreed budgets to provide appropriate IT solutions across all departments and support staff functions in order to contribute to the School's learning targets.
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- Ensuring continuous enhancement of resource quality, maintaining effective links with outside service providers and suppliers as necessary.
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- Ensure all software and IT support and service contracts remain current, appropriate and are renewed when necessary.

- Assist the manager in the installation and support of handheld mobile devices, new PCs and printers along with the reallocation of existing equipment, dismantling and disposing of old equipment.
- Provide network administration services including setting up users, managing email distribution lists, password security and managing access policies. Manage and support the email system and Office365, including email clients, methods of access and spam and antivirus protection. Administer and control access and security of all IT systems and network resources. Oversee the installation of printing and scanning equipment along with the monitoring and accounting of printing.
- Manage and support the school's telephone system; provision of extensions, voicemail, cabling and switchboard functions.
- Assist in the implementation and maintenance of CCTV systems where connected to the network.
- Assist in the implementation and maintenance of (but not to administer) door access systems, including locks and ID cards.
- Install, maintain and monitor server software core technologies, performance and security.
- Support the implementation of and record essential backup procedures, carrying out regular data backups, archiving, housekeeping and other maintenance tasks, ensuring these are maintained and stored appropriately, where applicable.
- Maintain the IT procedures guide/operations manual to ensure the continued effective and efficient running of the school's IT network systems. Document all IT systems accurately and comprehensively ensuring the IT disaster recovery plan is thorough, practicable and complete.
- Contribute to the accurate maintenance of the equipment register for hardware including details on specification and age of assets in order for the replacement and redeployment plan to be put in place and implemented.
- Store and catalogue all software used on computers within the school to ensure that the current legitimate licences are held for all installed software, and to remove any unlicensed software.
- Verification of all software purchased by the school prior to purchase for licensing and compatibility purposes. Cataloguing and storing of central resources, e.g. software disks.

- Provide third line support and troubleshooting for users in all aspects of all software, hardware and systems used by the school. Undertake effective fault diagnosis of all network and computer systems, prioritise and assign solutions.

Maintain a wide range of contacts within the School:

- Work with Heads of Department and other key colleagues within the school to ensure the ICT network operates smoothly and to maximum effect in meeting the wider needs of the learning community.
- To manage, train and develop Student Helpers/Student ICT Network Managers so that they have the skills for current and planned activities, in order to inform decision making processes within the school.

Contribute to School Development Planning and strategic ICT oversight as appropriate:

- Contribute to the preparation of the ICT Network Development Plan, including the promotion and trialling of new ICT hardware and software as appropriate.
- Keep up to date with new technologies and systems and determine if and how, if appropriate, they could be incorporated into our set-up: including evaluation of associated cost implications.

Training and Development:

- Undertake any training commensurate with the post.
- Review and enhance personal and professional development within the role as appropriate.

Other:

- Any other duties as may reasonably be requested of a Deputy IT Network Manager.
- The duties may be varied by the Headmaster and/or Governing Body to meet changed circumstances in a manner compatible with the post held.