Job Description

Job Title	Network Manager
Grade	Level 7 point 21 to 27
Post	Full-time 37 hours per week. A flexible approach to working hours is required.
Reports to	Headteacher. Trust IT Manager.
Responsible for	IT Technicians
Liaison with	Trust IT Manager, Finance Director, Finance Team, Heads of Departments, Heads of Faculty, teaching and support staff of the school, the Senior Management Team, outside contractors and suppliers.
Purpose	- Manage the operation of the ICT infrastructure across the school site. - Work closely with the Trust IT manager on the strategic development, plan best value principles and operational budgeting. - Ensure the school's IT facilities enable and enhance teaching, learning and administration. - Effectively manage the IT technicians to optimise service delivery. - Manage, maintain and asset all IT equipment. .
Duties	**Main Duties** - Manage the day-to-day operations of the School networks. - Manage the IT technicians to ensure a professional, efficient, and effective support service for staff and pupils. - To maintain the IT Support Helpdesk, ensuring tickets are resolved quickly and successfully. - Manage the removal of IT asset disposal making sure to comply with WEEE regulations. - Ensure all IT users have the correct access rights and accounts are regularly reviewed. - Manage the maintenance of IT resources (hardware and software) of the whole school. - Manage the accurate production of network documentation of the network resources (hardware and software) - To manage all system updates, recognising the flexibility required and need to run some updates after hours or at weekends. - Manage, maintain, and develop the school's broadband internet access and email system. - To maintain a working overview of SIMS and cloud based parental interaction systems. - Management of badge and door/gate system. - Oversee technical aspects of the CCTV system. - Overseeing the Print Management System. - Management of the Schools Teams and Cloud systems. - Supervise the provision of technical advice to all staff. - Advise the Trust IT Manager on opportunities to improve existing systems - Manage staff appraisal and monitoring of performance. - Manage the school's security policies in respect of all soft/hardware and ensure the security and integrity of the network, licensing, and copyright requirements.

	- Be prepared to attend training courses, CPD's and identify training needs of staff. - Offer technical advice, support, and visit in times of need to other schools within the Discovery Educational Trust. - Prepare and manage the IT budget operational budget, reporting any variances to the Trust IT Manager. - To ensure business continuity procedures are in place and regularly tested. Ensure back up procedures are robust and comply with the Discovery Educational Trust financial regulations. - To maintain, support and update the School website, if required. - Raise the profile of IT in the school. - To maintain an up to date knowledge of all server and workstation patches available - To download and install all relevant patches and ensure that the update processes take place without interrupting class activity - To manage backup tape rotation to include an off-site backup - To regularly test restore procedures using curriculum and administrative backups to verify that the backups are usable - To oversee the maintenance of an electronic inventory of all hardware and software associated with the school network - To add filter rules where necessary to block access to inappropriate sites - To report any breaches of the Acceptable Use Policy to the Headteacher - To advise teaching staff on the likely compatibility of curriculum software - To maintain a record in the inventory of all software installations carried out **Work with the Trust IT Manager** - Assist with providing strategic support. - Maintain existing relations with IT suppliers and partners. - Liaise on school requirements, upgrades and new technologies and their application. - Supervise projects including working with contractors and consultants.
General	- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager. - To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. - Ensure that all duties and services provided are in accordance with the Board's Equal Opportunities Policy. - Your normal place of work is at Chase High School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future.

	This may be for a temporary period or on a permanent basis, according to the needs of the employer.
	• The Local School Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
	• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Trust IT Manager or SLT to carry out appropriate duties within the context of the job, skills, and grade.

DATE: July 2021

PERSON SPECIFICATION NETWORK MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in all aspects of ICT technical support Experience of supervision of staff NVQ level 3 in ICT
	Knowledge of relevant policies and procedures	Good knowledge of school policies and procedures
	Literacy	Ability to read and write reports, letters etc
	Numeracy	NVQ level 3 in numeracy
	Technology	Excellent working knowledge of ICT and it's application to end users
Communication	Written	Ability to write detailed reports Letters etc
	Verbal	Ability to use clear language to communicate information clearly
	Languages	Use own initiative to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively
Working with children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to ICT
	Curriculum/School organisation	Good understanding of the school curriculum and the importance of ICT
	Child Development	Understanding of how ICT contributes to child development
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
Working with others	Working with partners	Able to establish effective relationships
	Relationships	Ability to establish rapport and respectful and trusting relationships Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently
	Information	Ability to provide share and provide timely information

Responsibilities	Organisational skills	Ability to be proactive and initiate action
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time
	Creativity	Ability to resolve problems independently
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Good understanding of health and safety legislation
	Child Protection	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Commitment to CPD