**Job Outline**

**Network Manager**

**Responsible to:** Line Manager in school / Chief Network Officer

**Salary Grade:** Band 4 Whole Range

**Full time/Part time:** Full time

**Liaison with:** Staff in the school and other technicians

**Job Purpose**

* To manage the IT Support department ensuring that the school’s IT systems operate effectively and efficiently at all times.
* To ensure that the IT Support Team provides high quality IT support to all stakeholders, including teachers, support staff, members of the Senior Leadership Team, Governors, students/pupils and external visitors.

**Key Responsibilities**

* To respond to and deliver the Trust’s changing ICT network needs.
* To carry out jobs assigned by Line Manager/ Chief Network Manager
* To line manage members of the IT Support Team, including carrying out the performance management (appraisal) process and acting as a mentor for Apprentices working within the Team
* Installation, upgrading and maintenance of all hardware and software
* Providing support as required for special events, eg. parents’ evenings, Open Day, Presentations, INSET and training sessions.
* Management and deployment of computer images.
* Maintenance of other related equipment and resources.
* Management of network systems, including wireless, e-mail and internet
* Keeping comprehensive records of all equipment and resources, ordering new as required.
* Keeping up to date with new technology and advising others as appropriate.
* To attend relevant training courses and national IT exhibitions.
* To offer one-to-one support to teaching and support staff about identified aspects of software application and ICT usage.
* Resolving technical problems encountered by staff and students.
* Providing support to staff by installing required software.
* Managing IT assets within the Asset manager database.
* Assist in the strategic planning for the whole range of ICT resources
* To share the designing and development of ICT systems to support the work of the school.
* Backup and restoration of staff and students’ data.
* Instruct and assist technical training for IT technicians.

General

* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment
* 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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Head teacher and will be reviewed annually.