**Post Title:** IT Network Manager

**Responsible to:** Headteacher

**Responsible for:** IT Technician

**Terms:** Grade 5, full time, 37 hours per week, 52 weeks per year.

# Main Purpose:

To be responsible for the delivery and effective deployment of the ICT system and the maintenance and support of ICT networks and associated technologies by ensuring that they support the long term vision to raise educational standards.

**General Responsibilities**

All school staff are expected to:

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

#### Specific Responsibility

* To maintain and develop the school’s IT infrastructure to ensure the stability and security of the IT user environment, and to support the curriculum and business needs of the school
* To maintain a short and long term IT plan in consultation with the senior management team
* To project manage IT projects, ensuring delivery to reasonable time and specification and to ensure that SLT is regularly kept informed of progress
* To line manage and lead the IT team, oversee their development needs
* Effectively communicate strategic advice to senior management
* To troubleshoot and manage the school’s virtualized infrastructure, network switches, wireless access points, and all other physical aspects of IT infrastructure
* To monitor the network, or other aspects of IT infrastructure, and its efficiency
* IT capacity and contingency planning – ensure that plans are in place to support the future IT needs of the school and operation in the case of foreseeable problems
* Produce timely management reports - e.g. helpdesk tickets, time to resolution, general progress against deadlines
* To manage the IT budget and support the school’s SLT in effective capital planning for IT refresh
* To suggest, design, and implement new systems as required
* Evaluate, design, specify and procure new hardware and software systems
* Responsibility for the backup of systems and disaster recovery plans being in place
* To handle information available with the utmost respect for confidentiality and to ensure that IT system are GDPR compliant
* To act as third line support for technical problems
* Regularly access key ICT education web sites to keep abreast of changes and development and inform others as appropriate

##### **Health and Safety**

* Undertake at regular intervals the maintenance of virus protection software on all networks Ensure that all hardware, software, apparatus, appliances, equipment and materials are kept in their designated places and that appropriate Health and Safety and security measures are observed.
* Ensure that Health and Safety Regulations and relevant legislation are observed.
* Where appropriate, ensure that all labels referring to safety hazards are clearly visible.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder) Date:

Signed (Headteacher) Date:

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| --- | --- |
| **Specification** | **Essential** |
| **Qualifications** | * Educated to a high standard |
| **Skills, Knowledge and Experience** | * Highly developed diagnostic and technical trouble-shooting skills * Ability to communicate effectively with both technical and non-technical staff * Strong experience and demonstrable expertise in the following areas: Windows, Active Directory, iPads and Apple products * Good understanding of VLAN network configurations * Good understanding of RAID hard drive configurations * Strong knowledge of ICT packages: Office 365, Outlook, Windows * Experience with Microsoft’s Hyper-V Technology * Excellent interpersonal skills and able to work closely and establish positive working relationships throughout the school and with other key stakeholders * The proven ability to produce written outcomes to a high standard and strong mathematical ability * Attention to detail and a commitment to continuous improvement * Excellent organisational skills * Ability to both work using own initiative, and to lead and work effectively as part of a team * A clear understanding of how IT is effectively used in teaching and learning * A genuine interest in technology and a clear strategy for keeping up to date with developments * Experience of working within education/school environment is desirable |
| **Personal Qualities** | * A commitment to safeguarding and promoting the welfare of children and young people * High levels of personal and professional integrity * High levels of discretion, confidentiality and awareness of data protection * A proactive, flexible and versatile approach * Ability to work effectively and calmly under pressure and manage multiple priorities * A facilitative approach to problem-solving and a ‘can do’ mind set |