JOB SPECIFICATION

Job Title: Network Manager

Salary: PO3

Accountable to: Head Teacher

Purpose of the job

The post holder is responsible for the provision, maintenance and development of the ICT infrastructure for the curriculum, reporting to and liaising with the Senior Leadership Team (SLT).

1. Playing a key role in the strategic leadership of ICT throughout the School, reporting to and liaising with the Senior Leadership Team (SLT)

2. Developing and implementing a shared vision with other school leaders as to how ICT resources can enhance both teaching and learning and management activities

3. Managing the School's ICT systems, phone system, services and resources and to ensure the integrity of all School data

4. Extract, manipulate and analyse date from the IT systems

Main Duties and Responsibilities

Leadership and management

1. To provide strategic advice on the management of ICT across the School and ensure that structures and resources meet the School's curriculum and administration needs

2. To line manage external providers, prioritising and overseeing their work on a daily basis to meet the needs of the School

3. To develop, implement and maintain the School's ICT policy and procedures in consultation with the senior leadership team (SLT)

4. To work closely with the School Business and School Site Managers in managing the whole school ICT budget and rolling program budget identifying budget requirements in relation to ICT needs of the School

5. To be the lead person responsible for procurement of all ICT hardware and software for the School, ensuring compliance with the School's Financial Regulations so as to ensure the best possible price is obtained and best value principles are applied.

Systems and Services

1. To manage, develop and document the curriculum and administrative ICT systems within the School: servers, hardware, operating systems, network infrastructure and software applications.

2. Oversee all the technical aspects of the School's ICT resources; providing strategic advice on procurement, networking, purchasing, and managed services with contractors and external consultants.

3. Responsible for the management of and to oversee all changes made to the School's telephone systems.

4. To have knowledge and understanding of Health & Safety, software, licensing, data protection and other legislation that relates to ICT.

5. To test and evaluate new ICT systems (software and hardware) and make product recommendations to the Senior Leadership Team (SLT).

6. To co-ordinate the configuration of new and existing hardware and software.

7. To plan and oversee all system development projects in compliance with ITIL recommended standards.

8. To co-ordinate the regular and systematic routine maintenance of servers, workstations and network infrastructure so as to maximise their life expectancy, functionality, security and ensure Health and Safety standards are met.

9. To ensure the regular & systematic backup of data and recovery of systems data.

10. To ensure that the school's computer networks are secure and protected.

11. To investigate reported faults, maintain records of faults and the undertaking of minor repair work where appropriate or operate agreed procedures should third party repair be required.

12. To liaise with staff, hardware and software suppliers and support engineers.

13. In conjunction with the data manager ensure that the creation, modification and deletion of users, groups and rights assignment across the school's ICT systems is carried out efficiently.

14. To work closely with the data manager in order to ensure the school's Management Information System (MIS), meets current and future needs of teachers, learners and the wider educational community.

15. To manage all ICT maintenance contracts to ensure the highest provision of service and the supervision of external contracts on site.

16. Implement whole-school policies on data protection, ICT resource management, and AUPs.

17. Responsible for coordination of asset management across all IT equipment and to co-ordinate security marking to minimise the possibility of theft or damage to equipment.

18. To manage the maintenance and installation of all interactive whiteboard systems within the school and associated hardware and services.

19. To ensure that the school's hardware and software comply with relevant legislation and regulations.

20. To ensure the operating systems installed are protected through the use of suitable anti-virus software and operating system patches.

21. To provide training and support in the effective use of relevant hardware and software in use within the school.

22. Responsible for school digital radio system, annual reconfiguration and security changes.

23. Printer management (including toner reclaim and ordering).

24. Installation of new software and performing upgrades when needed on existing programs or operating systems.

Virtual Learning Environment

1. The day to day administration and maintenance of the VLE and Intranet systems, in particular the maintenance and configuration of SharePoint.

2. Assisting users in the uploading of learning materials to the servers; trouble shooting problems with VLE functions; assisting with Web page design and housekeeping.

3. Providing help and assistance to SharePoint users this may involve delivering short training sessions.

4. Working with curriculum staff on the creation of learning materials for upload to SharePoint and the intranet.

5. Attending the technical VLE user group meetings and forging close links with other colleges.

External Contacts and Work Scheduling

1. Negotiate and liaise with external agencies for works relating to ICT, ensuring technical specifications are compiled.

2. Manage and direct actions and work of suppliers relating to ICT and/or associated works inside and outside warranty periods.

3. In conjunction with the school business and premises managers, sensitively and logically schedule all ICT associated work to ensure minimum disruption to network services.

4. Ensuring the work of all external providers is carried out to an agreed high standard.

5. Liaise with external suppliers to gain quotations for all computer and server equipment needed onsite for upgrades or repairs.

Finance

1. Responsible for department's expendables budget.

2. Responsible for the department's specialist projects funding.

3. Ensuring compliance with the School's Financial Regulations to ensure best practice.

Safeguarding

1. In line with the school's E-safety policy, prevent, identify and minimise risk of interpersonal abuse through the ICT systems, in order to safeguard children and other people.

2. To be alert to issues of safeguarding & child protection and to report any issues that arise in line with the school's safeguarding policy.

3. Be aware of recent changes and developments in legislation and advice regarding the safe use of new technologies and update colleagues as appropriate.

4. Attend meeting regarding development and maintenance of the school's E-Safety policy and AUP.

5. Promote E-Safety issues and offer advice to staff and students where necessary on how to stay safe online.

Other duties

1. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

2. To be committed to, and comply with, all school policies.

3. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.

4. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.