POST TITLE: Network Manager

POST NO:

GRADE: Grade 7

CONTRACTUAL

ARRANGEMENTS:

ACCOUNTABLE TO:

**PURPOSE OF THE JOB**

* To assist the IT Subject Leader with the provision of IT systems to support learning across the school
* To work with and support staff and students with the IT curriculum

**key Accountabilities**

1. To ensure that all hardware and software is properly maintained and fit for purpose, including servers, networks and all peripheral equipment;
2. To carry out regular monitoring and auditing of IT equipment, ensuring that anti-virus software is up to date and advising senior management of any breaches of security or other issues;
3. To provide front-line technical support to teachers and pupils as required, including assistance with passwords, network and internet access, email accounts etc;
4. To maintain a log of hardware and software problems detected, to resolve problems within the competence/ability level of the post holder, and to arrange for technical support through the appropriate ‘Helpdesk’ where problems cannot be resolved on site;
5. To acquire a working knowledge of the programs used across all year groups in order to provide assistance, set up systems and assist the teaching staff with demonstrating applications/packages as required. This may involve working with groups of students on specific IT tasks;
6. To liaise with appropriate suppliers regarding purchasing requirements and licensing
7. To manager the installation of new networks and network services, liaising as appropriate with external bodies such as consultants, contracted installers and suppliers
8. To support and maintain the IT infrastructure within the school to ensure maximum uptime
9. To oversee the maintenance programme of repairs and servicing of ICT equipment across the school including PCs, laptops, projectors and printers
10. To ensure the IT systems are secure and protected against virus and fraud and that filtering procedures are adhered to
11. To be responsible for the safeguarding and backing up of school data and disaster recovery
12. To ensure confidential data is secure but can be accessed by staff remotely, according to data protection legislation
13. To lead on compliance with statutory legislation including data protection, child protection and the development and review of IT related policies
14. To possess a good understanding of health & safety regulations in an educational context
15. To maintain an up to date inventory of IT hardware, software and licences and warranties, and to ensure that all software used is in line with licence agreements and that contracts and agreements are updated as necessary;
16. To take a leading role in the purchase of new IT equipment, including:
    1. keeping up to date with the latest technologies, relevant to the school
    2. making recommendations for suitable purchases, taking into account users’ requirements
    3. commissioning and installing (or overseeing the installation of) new equipment
    4. ensuring that any required user training is carried out
17. To ensure that resources and equipment are in good repair and maintained to current Health & Safety standards and to liaise with external suppliers and maintenance providers as necessary;
18. To undertake other duties to support the range of work undertaken within the department and to support IT across the curriculum.

**ADMINISTRATION**

1. To operate daily backups of the network, with important backups bgeing kept in a secure environment
2. To back up and archive data
3. To perform routine maintenance of the school network and infrastructure
4. To order hardware, software and consumables as directed and when necessary. Handle and check deliveries of these items, authenticating delivery notes and invoices etc., and ensure necessary equipment is added to the asset register

**SUPPORTING THE SCHOOL**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.

**OTHER DUTIES:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.