

## Job Description

Provide a reliable modern facility to support teaching and learning and the innovative use of IT in school. The Network Manager will be expected to work well as a team leader and will need to work closely with senior members of staff to advise on decisions about resource acquisition, best value, efficiency and systems development within the school. As the key technical resource for the organisation, the Network Manager will be expected to provide clear guidelines for the direction of cutting-edge technical developments and oversee the implementation of new projects.

The Network Manager will support the objectives of the school in delivering:

1. The smooth and reliable operation of the ICT systems;
2. The timely development of new systems, equipment and software to meet the changing needs of the school;
3. Quality assurance in the work undertaken by the ICT Support Team to enable the school network to run consistently;
4. Effective project management and training for staff;
5. Effective budgeting;
6. Thorough documentation of technical projects.

### Key Responsibilities

1. Management of all IT within the School network, including hardware, software and network development, network security, Internet access and provide technical support for student, staff and parent users.
2. Maintain and manage telephony system (Skype for Business/Teams).
3. Maintain and manage CCTV and door access control systems (Synology/Axis).
4. Continue to develop and move systems into the cloud (Office 365/Azure).
5. Maintain physical network infrastructure (cabling and switches).
6. Maintain physical/virtual servers in Hyper-V/Failover Cluster with HP MSA SAN
7. To liaise with all clients to ensure user requirements are met, particularly in supporting teaching, learning and efficient administration.
8. Support use of SIMS .net.
9. To organise an ICT training programme for staff in support of the school's development plans.
10. To ensure all staff conform with the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements.
11. To carry out any other duties as may be reasonably required by the Head or Line Manager.

### Project Planning and Analysis

1. Advise and Implement the plans for any ICT development in order to modernise and expand the existing ICT structure.
2. Regularly evaluate computing resources and maintain a development plan in line with the whole school improvement plan.
3. Develop innovative proposals for the upgrading, and replacement of existing systems including wireless technology.
4. Ensure consistent documentation of all software development and technical projects.
5. Investigate best value options within given budgetary constraints.
6. Stay abreast of emerging technologies to plan for the future.

### Supervision and Training

1. Manage the ICT technical support team, including professional development and training needs.
2. Meet with Lead staff, suppliers and other agencies to assess progress with projects.
3. Assist in recruiting and training new ICT personnel.
4. Assist in whole school ICT training and coaching.

### Network Security and Development

1. Provide and maintain a robust and secure ICT environment for all site users.
2. Ensure data integrity by a range of measures including antivirus, network backup and network security policies.
3. Develop an ICT helpdesk facility for reporting, tracking and resolution of users' issues.

### General

1. To adhere to professional and staff codes of conduct at all times.
2. To participate in Performance management reviews.
3. This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.