



# JOB DESCRIPTION

## ASSISTANT NETWORK MANAGER

### Job Holder:

**Job Title:** Assistant Network Manager

**Salary:** KR8

**Responsible to:** ICT Network Manager

**Contractual Hours:** 37 Hours, 9am - 5pm Monday to Friday, All Year Round.

### 1. PURPOSE OF JOB:

- To deputise for the network manager in his absence
- Support the Head of Computing, staff and pupils in the delivery of the curriculum.
- Maintain the ICT suites and all ICT resources (hardware, software and infrastructure) and contribute directly to the development of skills and resources relating to ICT in the school.

### 2. PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students,
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, phone and in person.
- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Knowledge and experience of supporting students' academic and personal development.
- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and colleagues.
- Understanding of and commitment to safeguarding all students.
- Relevant experience and interest in an IT environment.

### 3. DIMENSIONS:

#### Budget:

- Post holder is responsible for monitoring stock levels, making orders, through Finance, and on occasions, collections.

- Post holder is required to make recommendations to the Headteacher with regard to the purchase of peripherals and hardware.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

#### **4. PRINCIPAL ACCOUNTABILITIES:**

- Manages computer hardware, software and systems within school and provides technical support to school network to ensure effective ICT provision to school for both curriculum and administrative purposes.
- Monitor and repair any defective equipment to guarantee the availability of the network.
- Constructs and installs hardware, infrastructure and software to develop school systems in line with changing technology.
- Communicate with external agencies regarding faulty equipment and updates on new opportunities, trends, and equipment to directly contribute to the continuous development of IT in the school.
- Trains staff in new software applications on an "as required" basis, as well as in planned sessions to ensure staff are able to maximise ICT resources.
- Provides advice to other Faculties and staff on purchase of appropriate equipment and software to meet identified needs.
- Guide teachers, pupils and LSA.s whilst in the suite, to ensure that correct and accurate information is being communicated during lessons and to aid the learning process.
- Assists in the resolution of network problems, maintains and repairs hardware and software to enable the smooth running of all school ICT systems.
- Maintain and backup the administrative IT systems to secure the school's financial and administrative records.
- Supervise the assets register for maintaining stock levels of all consumables, hardware and peripherals, thereby facilitating the delivery of the curriculum.
- Keeping an up to date record of loans.
- Keeping all equipment charged.
- Assisting teachers in setting up exams when requiring equipment.
- General maintenance of Photocopiers.
- Liaise with network manager concerning ordering of supplies. Liaise with Finance concerning ordering of supplies in the absence of the network manager (SLT approval required).
- To PAT test any portable appliances relating to ICT.

## 5. SCOPE FOR IMPACT:

- Upgrade administration network.
- Sourced information and purchased equipment.

## 6. JOB CONTEXT:

**Work closely with:** Network Manager

- The post is based within the school and externally with other schools in possession of maintenance contract.
- Contracts include: teaching/support staff, contractors LEA staff e.g. EIS and Headteachers, teachers and administration staff of other schools.
- The Post Holder is solely responsible for repairs to all equipment, but when necessary, is responsible for arranging replacements although the level of knowledge is such that the need for external help is rare.
- The Post Holder works within national guidelines such as Health and Safety as well as the school's ICT and safeguarding policies. In general, the Post Holder works on their own initiative setting their own deadlines and completing tasks but does have regular contact with the Network Manager, system manager and Head of Computing normally to discuss the future progression of ICT in the school.

## SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

## CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

## HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: \_\_\_\_\_  
Job Title

Date: \_\_\_\_\_

Agreed By: \_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_