

AMHERST SCHOOL



Job Description – ICT Network Manager

Role:	ICT Network Manager
Grade:	Kent Range 7
Salary	KR7 £22,581 - £25,564 FTE (pro rata to £7,671 - £8,685)
Hours	15 hours (two days per week, 8.30am – 4.30pm)
Responsible to:	Headteacher

Purpose of the Job:

The post holder will provide ICT support to the staff and children. The role involves maintaining and improving the school's ICT network and systems.

Key duties and responsibilities:

Technical ICT Support:

Provide advice and assistance to teachers and other members of staff on the use of ICT in school

Maintain and extend personal expertise in specific computing curriculum aspects to provide appropriate advice and support.

Install new hardware and software on all devices as requested

Set up equipment such as desktops, laptops, iPads, projectors, interactive screens, sound systems, visualisers, and other specialist ICT equipment - ensuring they are ready to use and operate correctly

General Maintenance:

Follow a maintenance schedule for all computer hardware, software, networks

Detect, diagnose, and resolve most PC, printer, and other ICT device faults

Repair and maintain ICT resources

Maintain a neat, clean and organised ICT Suite

Ensure all software is installed, updated including anti-virus, licences, and updates

Ensure the safe disposal of obsolete ICT equipment in line with school policy

Server and Network support:

Perform basic diagnostic routines and checks to ensure the server and network connectivity is maintained

Undertake regular back ups of the server

Administration and Supervision:

Take an active lead in promoting safeguarding and e-Safety with staff, pupils and parents, in coordination with the designated E-Safety officer

Be familiar with data protection and health and safety policies regarding ICT in the workplace

Keep up to date with current hardware and software developments and provide advice on the best product to purchase/use for a given task

Maintain an up-to-date inventory of ICT warranties, software and licences within the school

Maintain the asset register for ICT

Such other duties as the head teacher may from time to time require.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.