

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.



Founded 1636 by Grace, Lady Manners
Lady Manners School

JOB DESCRIPTION

POST TITLE: Network Manager

MEMBER OF STAFF:

GRADE: 12

RESPONSIBLE FOR: IT Technician Team
School Business Assistant (Reprographics)

RESPONSIBLE TO: Deputy Headteacher

OVERALL RESPONSIBILITY:

To ensure that the ICT Infrastructure is managed efficiently and effectively at all times to support teaching and learning and administrative systems.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Management of Staff

To be responsible for the management of all staff within the department, to include the following duties:

1. Assisting in the recruitment of staff.
2. Inducting new staff and managing probationary periods.
3. Appraisal of allocated staff.
4. Ensuring training and development needs of the team are met.
5. Absence management and cover arrangements (including ensuring continuous cover during the school holidays, where appropriate).
6. Completing monthly returns indicating absences and additional hours/overtime for the team.
7. Prioritising work within the team, allocating duties, delegating tasks and day to day supervision.
8. Motivating the team.
9. Conducting regular team meetings to cascade information and discuss issues.
10. Advising SLT on staffing issues within the team.
11. Ensuring the health and safety policy is observed by the team at all times.

Management of Resources

To be responsible for the management of all resources within the department in accordance with the Financial Regulations, to include the following duties:

1. Selecting resources to be purchased.
2. Negotiation of prices, securing quotes.
3. Placing orders.
4. Receiving goods.

5. Stock control.
6. Process invoices.
7. Monitor the allocated budget.
8. Maintain asset registers.
9. Ensuring equipment within the department's remit is properly maintained and serviced.
10. Assist in the preparation of the department's budget.
11. Attend meetings with the Business Manager as and when required.
12. Ensure timely and regular PAT testing of equipment.

Management of ICT Support Services

1. Lead in the design, management and development of the school's network infrastructure.
2. Assist the Senior Leadership Team in making strategic decisions related to school systems and procedures.
3. Identify priorities for ICT development emerging from learning and teaching requirements.
4. Identify priorities for ICT development emerging from administration and support requirements.
5. Be responsible for ensuring that the ICT systems work at optimum performance 24/7.
6. Technical management of the school's curriculum and administration networks including Management Information Systems (MIS).
7. Manage appropriate technical support to curriculum and administration networks and staff laptops.
8. Manage appropriate technical support to computer peripheral equipment such as scanners, printers, interactive screens and projectors.
9. Manage and supervise daily installations of media equipment used throughout the school (including all aspects of media related tasks).
10. Develop and support the system recovery processes to minimise the risk and impact of a serious disaster and threats to continuity, (including configuration of the appropriate back up regime and virus protection servers), and ensuring housekeeping tasks are implemented. Ensure security of all data on the network.
11. Arrange for the repair of hardware faults with outside agencies and liaise with outside agencies where appropriate.
12. Identify, plan and cost all future developments and upgrades to the school's ICT infrastructure and liaise with the Senior Leadership Team and external contractors accordingly.
13. Liaise with appropriate suppliers regarding purchasing requirements and licensing.
14. Manage the installation of all new computer hardware including wireless, fibre optic, CAT5 networks file switches, file servers, printers and workstations, as required.
15. Manage and implement the installation of all new computer software as required for use in all curriculum and administration areas.
16. Arrange annual inspection and safety testing of computer equipment and the keeping of records.
17. Manage the day-to-day maintenance of the school's computer systems, including:
 - Network user database and password allocations
 - Implementation and management of internet filters
 - Management of all shared areas
 - Management of technical aspect of the School website and Intranet
 - Management of remote access programs

- Installation and management of E-Mail Server and accounts
 - Assist all staff with technical ICT related problems.
 - Provide daily support to all students, including assisting with specific ICT requirements such as problem-solving user account errors.
18. Respond to technological challenges arising from school developments.
 19. Be aware of emerging technologies and advise SLT as appropriate.
 20. Be responsible for software licensing.
 21. Manage all aspects of the school's website and VLE.
 22. Provide training for ICT technicians and other users on key aspects of the school's ICT systems

GENERAL DUTIES AND RESPONSIBILITIES:

1. Undertake training and development activities relevant to the position.
2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children and Safer Working Practice.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PERSON SPECIFICATION

	Essential or Desirable
Experience:	
Managing/leading a team of people	Essential
Managing a budget	Essential
Managing operational performance	Essential
Managing a technical support team	Essential
Managing and maintaining all aspects of an ICT network infrastructure	Essential
Managing change	Desirable
Working in a school environment	Desirable
Qualifications:	
Good standard of education at GCSE or equivalent	Essential

Suitable ICT qualifications to degree level and/or previous experience in developing and maintaining an ICT network service	Essential
Evidence of continuing professional development	Desirable
5 GCSEs grade C+ (or equivalent) including English and Mathematics	Desirable
Microsoft Certified Professional or Microsoft Certified Systems Engineer or equivalent	Desirable
ILM Certificate in Line Management or equivalent	Desirable
Knowledge:	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Extensive knowledge of current computer operating systems and network protocols	Essential
Thorough knowledge of recognised principles of best practices regarding the administration of networks	Essential
Detailed knowledge of internet and intranet technologies and how they can be used to support schools	Essential
Detailed knowledge of the legal and security issues relating to the use of ICT in schools	Essential
Skills:	
Ability to delegate	Essential
Making effective decisions	Essential
Analytical and problem solving skills	Essential
Readiness to develop and apply new technical skills	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Good communication skills	Essential
Attitudes and Values:	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential

Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
Other:	
Willing to self-improve / attend training	Essential

The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Evidence will be drawn from some or all of:

- Letter in support of application
- Application form
- Response to questions during interview
- Test or task
- References

Signature (Member of Staff): _____ Date: _____

Signature (Headteacher): _____ Date: _____