# JOB DESCRIPTION
## Network Manager

### Salary and Hours

**Salary:  Band D £38,052 - £42,806**

**Hours:  37 hours per week – year round**

### Role Description

**Reporting directly to:       Business Director**

### Job Purpose:

Responsible for the management, installation, maintenance, availability and security of the curriculum and administrative ICT network, including the hardware and software infrastructure.
Take an active role in our ICT provision as we grow into a multi-academy trust.

### Objectives:

- To ensure that the integrity of the ICT infrastructure is maintained.
- To ensure the smooth running of the ICT Support Service.
- To support the delivery of ICT across the curriculum.
- To advise staff on emerging technologies as appropriate.
- To contribute to the vision of the ICT development.

### Duties and Responsibilities

- Management of the network infrastructure, servers, workstations and software.
- To ensure that client's ICT Support requests are dealt with effectively.
- Management of the ICT cost centres.
- Identify, plan and cost future development and upgrades to the ICT infrastructure.
- Design and development of ICT-based administrative processes and procedures.
- Leading the use of the ICT Network for BMS, security, AV, telecommunications.

### Specific Responsibilities include:

- Line manage the ICT Support Staff
- Management of the curriculum and administration networks including Management Information Systems (MIS).
- Identify, plan and cost all future developments and upgrades of the ICT infrastructure.
- Liaise with appropriate suppliers re: purchasing requirement and Licencing.
- Manage MIS applications and user accounts.
- Ensure data protection applications are current and within the requirements of the Act.

- Responsibility for back-up systems and disaster contingencies as they affect the administration and curriculum networks.
- Advise the Senior Leadership Team on emerging technologies as appropriate.
- Advise the Senior Leadership Team on the implementation of ICT policies and procedures.
- Provide in-house training as appropriate to ICT Support Staff.
- Arrange for the repair of hardware faults with outside agencies.
- Liaison with appropriate outside agencies.
- Manage the installation of all new computer hardware including wireless, fibre optic, networks and external projects, as required.
- Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas.
- Arrange annual inspection and safety testing of computer equipment.
- Manage the day-to-day maintenance of the school's computer systems, including:
    - Network user database and password allocations
    - Management of internet filters
- Responsibility for all planned ICT works and liaise with works and to liaise with external contractors.
- Manage appropriate technical support to curriculum and administration networks.
- Assist staff with ICT related problems.
- Responsibility for maintaining the school's computer inventory, insurance list and computer audit.
- Support as required with the management of Trust websites.
- Administration of the email system.
- Ensure that all ICT requests entered to the Helpdesk management system are processed in a timely manner and staff kept up to date with progress.
- Creation of ICT Support Manuals to assist staff in the basic elements of ICT.
- Ensure all quotations offer best value to the school.
- Liaise with appropriate staff on new ICT projects.
- Advise staff in the best use of ICT for the required project.
- Project manage all school ICT installations.
- Liaise with contractors in conjunction with the Site Leader (where appropriate) for new-build or refurbishment projects.
- Create, develop and maintain the school internet and intranet sites.
- Respond to specified requests from the School Leadership Team for the design and development of administrative processes and/or procedures.
- Manage remote access for staff.
- Manage of peripheral equipment such as scanners, printers, projectors etc.


Additional duties:

- To play a full part in the life of the Minster Teaching School and its Alliance, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher/CEO/COO.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.


Signed: _____ Staff Member

Date:    _____

Signed: _____ Head Teacher

Date:    _____