

JOB DESCRIPTION: ICT/Network Manager
Grade: H (SCP: 18 – 23)
Permanent position

37 hours, full time (£25,419-£28,226)

By negotiation with the successful candidate the position is also available as 37 hours/week in Term Time only (plus 3 weeks/INSET days (Adjusted salary: £23,205.68-£25,768.27 paid monthly across 12 months)

As a school we are committed to:

- Setting and achieving challenging goals
- Developing, inspiring and motivating effective teams
- Securing excellent standards and meeting the needs of all learners
- Developing and strengthening partnerships through active collaboration.

Job Purpose

- To have overall responsibility for the school's ICT network
- In partnership with the Senior Leadership Team you would be responsible for developing and implementing the school's ICT strategy and service provision, including managing all aspects of ICT technical support in the school.
- You would be expected to work on-site across the school at a strategic level and to manage associated budgets
- Long-term planning skills are required to forecast the school's ICT needs for the future
- Day-to-day running and maintenance of all ICT equipment, distributing equipment to students and staff and troubleshooting
- Maintaining the security of all ICT Systems used by the school

Key Responsibilities of the Post

Operational

- To contribute to the effective performance and service provision of ICT services within the school, to minimise any technical disruption
- Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements
- To diagnose and resolve complex network, software and hardware faults
- Implement routine manual and computerised systems and procedures to ensure that data and information is current, relevant, effectively and securely collected
- Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting

- Maintain and develop the school website
- Provide user support to identify and respond promptly to system or process issues that arise
- Implement contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintaining security and minimise disruption
- To lead on projects as required including ICT security and efficient use of resources
- To maintain an up-to-date knowledge of ICT developments
- Support teaching staff and students in technical aspects of ICT
- Maintain computer files by backing up, archiving and deleting information as appropriate
- Analyse and interpret data (e.g. usage trends)
- Develop specifications for software and hardware, as needed
- Design and implement changes to the school(s) ICT software and hardware and liaise with consultants on the specifications of new software/hardware, as appropriate
- To undertake development work to enhance existing systems or to assist in the preparation of new solutions
- Complete scheduled maintenance checks on key ICT systems to identify and resolve issues before they affect operations
- Support Premises Staff with operating and maintaining site security and building management systems

Communications

- Communicate effectively with all staff, contractors and students
- Liaise with all areas of the school and outside organisations, as appropriate
- Communicate with staff and students as part of ICT technical support to solve issues and provide ICT related advice
- Working with senior leaders, identify staff training issues and deliver appropriate ICT training, with support
- Advise teachers and leadership team on software, hardware issues e.g. compatibility.
- Communicate with the Premises team to co-ordinate premises planning and work schedules which are linked to ICT Systems

Resource Management

- You may be asked to supervise, manage and be involved in the appraisal of other ICT staff, as required
- Responsible for procuring ICT resources and equipment for the school(s) at the best possible price within the limitations of the allocated budget
- Maintain an inventory of software and hardware

Strategic Management

- Working with the senior leadership team to develop and implements ICT-related policies and strategies for the school
- Maintain a 3 year strategic plan for ICT development/expenditure across the school
- Produce outline plans for key ICT system changes or purchases to present to the leadership team and/or Governors (with colleague support)

Safeguarding

- To have a clear understanding and responsibility for the safeguarding of students.

- To be committed to safeguarding and promote the welfare of children, young people and adults; raising concerns as appropriate.

Security

- Monitor key ICT Systems for security threats or system compromise.
- Maintain and develop ICT System security based on both internal and external threat factors
- Review system security regularly to maintain a “secure by default approach”
- Responsible for the overall security of the ICT network for the school

Systems and Information

- Share information appropriately
- Overall responsibility for ensuring maintenance of a comprehensive database of all support requests
- Create and manage all network user accounts; ensuring correct access rights and audit as required
- Ensure data stored on the system is current and that out-of-date data is archived
- Keep up-to-date with ICT developments

Data Protection

- To comply with both the County Council and national policies and supporting documentation in relation to Information Governance (including Data Protection, Information Security and Confidentiality)
- Comply with and assist in maintaining school data protection and GDPR policies for all school data storage systems and processes

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional ICT specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- To work with colleagues and others to maintain health, safety and welfare within the working environment

Line Management

- The ICT Network Manager will report to the Business Manager
- The ICT Network Manager may have line management responsibility for a small team of staff

General

- To carry out any other duties within the overall function of the role which are commensurate with the grading of the post