

Job Description

Post:	Network Manager
Scale:	I
Reporting to:	Standards Officer
Hours:	37 per week, Full time all year round

1. Purpose and Scope

- 1.1 To effectively maintain, manage and develop the ICT resources/systems within the strategic plan agreed by the Trust.
- 1.2 To develop and implement the ICT strategy for the Trust schools as required by the school's Senior Leadership Team.

2. Organisational Relationships

- 2.1 Responsible to the Standards Officer
- 2.2 Leading and managing the ICT support staff
- 2.3 Liaison with teaching staff, support staff, students, External agencies, contractors, suppliers and visitors to the school

3. Working Hours

- 3.1 Core hours will be daytime Monday to Friday but there is requirement to work outside these hours to meet the needs of the Trust.

4. Principal Accountabilities or activities

- 4.1 To ensure effective management of the Trusts ICT networks ensuring their continued availability and usability for all users.
- 4.2 To be responsible for the recruitment, induction, management, training and appraisal of all members of the ICT support team, providing guidance and support as appropriate
- 4.3 To act as budget holder for cost centres related to the responsibilities of the post and to ensure excellent value for money through the effective use of resources.
- 4.4 To manage all reactive, preventative and periodic ICT maintenance and servicing required throughout the Trust schools.
- 4.5 To manage all ICT refurbishment and improvement schemes for the Trust schools and the development and delivery of major ICT projects

- 4.6 To review and recommend changes to whole Trust ICT provision in line with the Trust School Development plan
- 4.7 To assist in developing and maintaining an asset management system and register for the Trust
- 4.8 To implement and test suitable disaster recovery and back up procedures
- 4.9 To manage and maintain the functionality of the Trust's internal telephone Systems
- 4.10 To review and update policies relating to ICT and data
- 4.11 To ensure compliance with all relevant ICT and data legislation
- 4.12 To undertake training and professional development activities as required
- 4.13 To represent the school as appropriate at meetings and in dealings with contractors, External agencies and all other stakeholders
- 4.14 To perform such other duties of a like nature commensurate with the grade of the post as may from time to time be required by the Standards Officer

5. Standards

- 5.1 To actively model and promote the values and ethos of the school
- 5.2 To display personal standards at work and in the local community that are fitting for a person associated with the education of young people

6. Review

- 6.1.1 This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder
- 6.2 It is not a comprehensive statement of procedures and tasks but sets out the general expectations of the school in relation to the post holders responsibilities and duties