



Job Description

Post:	Assistant Trust Network Manager
Scale:	H (£26,999 - £28,785)
Reporting to:	Trust Network Manager
Hours:	37 per week, Full time all year round

1. Purpose and Scope

- 1.1 To assist with the maintenance, management and development of the ICT resources/systems within this strategic plan as agreed by the Trust.
- 1.2 To assist with the implementation of the ICT strategy for the Trust as required by the Trust's Executive Team.
- 1.3 It is expected that all ICT staff will work across all Trust Schools when necessary.

2. Organisational Relationships

- 2.1 Responsible to the Trust Network Manager. (TNM)
- 2.2 Managing the network ICT support staff across the Trust as delegated by the TNM.
- 2.3 Liaison with teaching staff, support staff, students, External agencies, contractors, suppliers and visitors as delegated by the TNM.

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 school.

4. Principal Accountabilities or activities

- 4.1 Assist with the effective management of the networks across the Trust ensuring its continued availability and usability including software updates.
- 4.2 To assist with reactive, preventative and periodic ICT maintenance and servicing required across the Trust.
- 4.3 To assist with refurbishment and improvement schemes for the sites and to work with the TBM on the development and delivery of major ICT projects.
- 4.4 To assist in maintaining an asset management system and register across the Trust.
- 4.5 To assist with the maintenance and the functionality of schools' internal telephone systems.
- 4.6 To undertake training and professional development activities as required.
- 4.7 Support CPD and use appropriate training to aid staff development.

- 4.8 Support of Trust software applications, to include: Schools' Information Management Systems (SIMS/FMS), schools' websites and the library managements systems.
- 4.9 Support the structure of Schools' intranet, internet and websites and maintain remote access.
- 4.10 Support internet access filtering, email filtering and related monitoring systems.
- 4.11 Maintain a good working knowledge of appropriate software.
- 4.12 Have a good understanding of E-Safety, confidentiality issues and the Data Protection Legislation.
- 4.13 Awareness of and involvement with E-Learning packages for use by students and teaching staff.
- 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 TNM.

5. Standards

- 5.1 To actively model and promote the values and ethos of the Trust.
- 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 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.