

JOB DESCRIPTION

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| Job Title | Network Manager |
| Grade | Essex Pay Scale 8 (25-28) plus Outer Fringe Allowance |
| Reports to | Director of IT |
| Location | DET Central Trust office in St Martin's School, Brentwood, with regular travel to Trust Schools. |
| Working pattern | 20-25 hours per week. 52 weeks per year. Flexibility and different working patterns considered, based on the needs of the trust. |
| Liaison with | School IT Teams, Central Trust team, Headteachers and Senior Leadership Teams (SLTs), Trust staff, parents/carers, visitors, external agencies, Members, Trustees and Local Governors. |
| Job Purpose | The prime function of the Network Manager is to ensure that all IT Networks and facilities are correctly managed, developed and maintained to improve the quality of IT provision available to students and staff. |
| Main Duties | <ul style="list-style-type: none"> • Manage the day-to-day operations of school IT networks • Manage and control all technical aspects of the installation, configuration, operation, maintenance and development of IT Network's, hardware and software • Manage the maintenance of IT resources (hardware and software) • Contribute to risk management exercises, including taking action to mitigate where necessary, such as cyber-security risks • Monitor and manage licensing requirements ensuring compliance • Manage, monitor and implement network security including firewalls and antivirus systems • Manage the accurate production of network documentation of the network resources (hardware and software) • Provide technical support to the Central Trust Team and its schools where required • Assist the Director of IT in preparation of the strategic plan for IT and IT budgets • Assist the Director of IT with Trust IT projects and improvements • Line management of technical staff where appropriate • Assist the Director of IT with the planning and migration of systems and services • Provide cover for technical staff where required • Be creative and look for opportunities to develop existing systems, advising the Director of IT where necessary • Work in conjunction with school Data Protection Lead's (DPL) to ensure that the school is compliant with the General Data Protection Regulation (GDPR) including data retention and new system procurements • Raise the profile, knowledge and awareness of IT • Maintain existing relations with ICT suppliers and partners • Advise on purchasing and negotiation of hardware and support contracts |

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| <p>General</p> | <ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Director of IT. • Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance with the Trust’s Equality Policy. • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Director of IT to undertake appropriate duties within the context of the job, skills and grade |
| <p>Safeguarding</p> | <ul style="list-style-type: none"> • All Trust staff must adhere to the DET Safeguarding and Child Protection Policy and associated procedures, including engaging in annual safeguarding training. |

PERSON SPECIFICATION NETWORK MANAGER

| | Detail | Examples |
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| Qualifications & Experience | Specific qualifications & experience | Extensive experience in IT, to include, Network Management, and IT Infrastructure Experience in Management Information Systems NVQ level 5 in IT |
| | Knowledge of relevant policies and procedures | Detailed knowledge of school policies and procedures |
| | Literacy | Excellent literacy skills |
| | Numeracy | Excellent numeracy skills |
| | Technology | Specialist knowledge of IT Systems, Networking, Infrastructure and Management Information Systems |
| Communication | Written | Ability to write detailed, complex reports, letters etc |
| | Verbal | Ability to exchange complex and sensitive information clearly |
| | Languages | Seeks to overcome communication barriers with children and adults |
| | Negotiating | Ability to consult effectively to achieve best outcomes |
| Working with children | Behaviour Management | Excellent understanding and implementation of school behaviour management policy |
| | SEN | Understand and support the differences in children and adults in relation to IT actively suggest ways of improvements |
| | Curriculum/School organisation | Excellent understanding and working knowledge of the school curriculum and the importance of IT and its application |
| | Child Development | Excellent understanding of how IT contributes to child development |
| | Health & Wellbeing | Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing |
| Working with others | Working with partners | Ability to establish effective relationships with those working in and with school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships Ability to build open and honest relationships |
| | Team work | Work effectively as part of a team Ability to work independently |
| | Information | Contribute to the development and implementation of effective systems to share and safeguard information |
| Responsibilities | Organisational skills | Ability to be proactive and initiate action |
| | Line Management | Able to manage and support the work of others |
| | Time Management | Ability to plan and manage own time effectively |
| | Creativity | Able to resolve complex problems independently and be creative with information |
| General | Equalities | To demonstrate a commitment to equality, diversity |

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| | | and inclusion |
| | Health & Safety | Thorough knowledge of Health and Safety legislation |
| | Wellbeing | Support the Trust's commitment to wellbeing |
| | Safeguarding & Child Protection | To understand and implement safeguarding and child protection procedures and complete all required relevant training |
| | Confidentiality/Data Protection | To understand procedures and legislation relating to confidentiality. An appreciation of the need for professional confidentiality and discretion |
| | CPD | To demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others |