



## ICT Network Manager Job Description

**Responsible to** - Assistant Headteacher

### Main Duties

- Manage the School's network infrastructure, servers and workstations
- Oversee the technical operation of the School's Information Management System (SIMS) software and Financial Management Systems (FMS), advising as appropriate
- Responsible for regular maintenance programme and resolving failures in hardware and software and ensuring appropriate 'housekeeping' tasks are implemented
- Ensure that the network is operational developing network solutions throughout the School, to meet curriculum and administrative needs
- Ensure that daily back-up and appropriate back-up protocols are implemented and that a disaster recovery plan is in place
- Maintain a comprehensive database of all support requests
- Advise teaching staff on the likely compatibility of new software / hardware; install software / hardware as requested by staff and maintain a record of all installations carried out
- Assist in the development of School Policies and procedures for the safe and appropriate use of ICT
- Produce audits and reports on ICT use and costs, demonstrate best value in provision of products and services
- Ensure all licences are in place as appropriate and to instil a respect for copyright issues within the School
- Implement and monitor the School's practices for data protection, internet use, email, security and ICT resource management
- Train staff on the wide range of applications used in School
- Set up security parameters and ensure virus checks are implemented
- Be responsible for the management of the School's website
- Design and implement changes to School's ICT software and hardware and liaise with consultants on the specifications of new software / hardware and upgrades as appropriate
- Manage existing technical support agreements and service level agreements with outside agencies as necessary, in conjunction with the School's Finance Department
- Manage the School's ICT inventory of hardware and software
- Manage the ICT maintenance budget and to arrange related purchases, this includes contact with suppliers, negotiating to ensure value for money, ordering equipment together with checking and storing equipment / software as appropriate
- Manage the ICT Technician, including training and appraisal
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Support and maintain the VM environment – specifically Citrix
- To undertake such other related duties as may be required by the Headteacher

### NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.