



ST AUGUSTINE'S CATHOLIC COLLEGE

JOB DESCRIPTION

POST	Network Manager
GRADE	I £26,999 - £28,785 J £29,636 - £31,371
HOURS OF WORK	Full time – 36 hours per week, all year round
REPORTS TO	School Business Manager

Main Duties / Responsibilities

ORGANISATION

- Overall responsibility for the ICT services department
- To provide technical knowledge on the academy's IT (systems)
- In conjunction with the Business Manager and Headmaster to develop plans and budgets for the IT infrastructure
- To provide technical input for the Digital Strategy Group
- Provision of IT into teaching and learning activities
- To bring major IT issues before the Business Manager and Headmaster to include proposals, initiatives and strategic plans
- Monitor and review the effectiveness of computing equipment and in association with the Business Manager and Headmaster, proactively plan to meet the future IT needs of the academy and provide technical assistance with procurement of hardware and software
- To provide a leading role in dealing with ICT security issues
- Operational responsibility for the IT infrastructure including the inter and intra-building connectivity and data backbone network
- To manage the installation and distribution of application software on the network
- Take the lead in maintaining the security of the academy's network, including fire walls, anti-virus software, access control systems and data back
- To oversee the work of the reprographics department and ensure the College has access to appropriate print and copier facilities
- Support student projects as required by the Head of IT (teaching)

MAINTENANCE

- Install network upgrades including desktop computers, networking switches, wireless access points, Ethernet and fibre cabling
- Maintain, upgrade and repair a wide range of PCs, Apple Macs and peripherals
- Provide day to day management of servers, networking equipment, printing and backups. Includes ensuring servers and software are kept up to date and in good working order.

- Monitor and resolve network infrastructure and server issues to ensure a high level of performance and accessibility
- Administration of the internet domain, domain names services, college websites and e-mail services
- Responsibility for the SIMS system
- Manage and control issues regarding network user accounts including protection, restrictions, file and folder permissions, password issues etc.

ADMINISTRATION

- Maintain documentation and knowledge base
- Update general ICT policies and procedures
- Oversight of the helpdesk system

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Keep aware of developments in IT
- Monitor and control devolved IT budgets
- Oversight of stock of IT related consumables
- Provide advice and guidance to staff, students, parents/carers and others

MANAGEMENT

- Supervision of IT support team, including performance management and ensuring appropriate training needs are met
- Supervision of Reprographics Technician
- To line manage IT support team and Reprographics Technician ensuring the effective and efficient operation of each department and that each individual is effectively deployed
- To hold regular weekly team meetings with IT support team in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
- To be responsible for the recruitment and induction of new staff to each department
- To manage and maintain effective succession planning structures within the IT Department and assist other IT support staff to develop additional skills

CREATIVITY AND INNOVATION

The job regularly requires trouble shooting and problem solving. Creativity and innovation is often required with this post sometimes involving complex problem solving.

CONTACTS AND RELATIONSHIPS

The post holder is required to deal with:

- Governors
- Headmaster
- Senior Leadership Team
- Staff - teaching and support
- Students
- Parents
- Outside agencies

DECISION MAKING

The job is carried out within rules and procedures. The post holder may decide on the best way to solve a problem and may recommend to users, solutions to IT problems. It is a requirement to make recommendations and decisions within the remit of the post.

RESOURCES

The post holder is required to use resources carefully and is accountable for the relevant computer equipment.

WORKING ENVIRONMENT

The work is subject to interruptions, particularly by down time problems and requests for immediate assistance. There is the occasional need to work in a restricted environment when installing or repairing equipment. Lifting and carrying of computers, monitors and peripherals is involved.

KNOWLEDGE AND SKILLS

The post holder needs the ability to undertake involved tasks with computers and networks and to keep up with new or unfamiliar technologies. A good standard of practical knowledge and technical skills in these areas is needed.

The above statement of responsibilities is agreed to be an accurate job description

Signed

Dated