

Job Description

Job Title: Assistant Network Manager

Reporting to: Network Manager

Grade: 9

Overall Purpose of the Post:

Assist the Network Manager with managing the ICT provision over three to four academies; coordinate the work of the team of ICT technicians across these academies.

Ensure that ICT services and equipment are deployed in line with the Trust's policies and vision for ICT.

Assist the Network Manager with ensuring the effective and efficient support and deployment of ICT related equipment and resources to create a robust and efficient service.

Main Duties and Responsibilities

- Provide third line support to staff and students within the academies you are deployed;
- Ensure that hardware and software are deployed, installed and maintained in accordance with the requirements of the academies and the Trust's strategic vision for ICT;
- Work with the core ICT team to develop an effective, resilient and scalable LAN;
- Work with the core ICT team to design, develop, manage and monitor processes and procedures to ensure effective and efficient management and delivery of ICT and ICT support services to support teaching and learning within academies;
- Contribute to the identification, management and implementation of suitable hardware and software solutions which may benefit the academies;
- Ensure that data is secure and that the Trust's policies on data protection and data handling are adhered to, referring any data breaches to the Network Manager as appropriate;
- Ensure that backup and disaster recovery procedures are in place, tested and fit for purpose;
- Contributing to the Trust's capital plans for ICT;
- Assist the Network Manager with managing and monitoring risk assessments as appropriate;
- Assist the Network Manager with managing and monitoring the training of all academy staff with regard to health and safety implications of ICT;
- Contribute to the development of the Trust's policies and procedures on ICT;
- Ensuring compliance with any relevant health and safety legislation.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Local Academy Council, parents and any other visitors to the academy.