



The Market Weighton School
Job Description
ICT Network Manager



Job Title: ICT Network Manager

Reporting To: Business Manager

Overall Purpose of the Job:

Overall responsibility for the school's ICT network. Responsible for developing and implementing the School's ICT strategy and service provision, including managing all aspects of ICT and technical support in the school, to ensure the smooth running of the school education environment.

As the school is planning to academise and form a new Multi Academy Trust the post holder will be responsible for ICT infrastructure across the schools in our locality hub.

Principal Accountabilities:

- To manage the school's ICT network and infrastructure.
- To maintain functionality of all network servers in the school.
- To provide curriculum and administration network support and maintenance, ensuring that internet and email facilities are available and allocating email addresses as appropriate.
- To manage student internet and email so as to prevent access to unacceptable material.
- To ensure network security in accordance with the Data Protection Act and to maintain system security procedures including access and retrieval mechanisms.
- To monitor/review ICT equipment and infrastructure performance and advise on systems development.
- To liaise with suppliers, undertake procurement/ordering, assemble and install hardware and software and perform upgrades.
- To be responsible for the maintenance of ICT central records including inventories, hardware serial numbers, software licences and guarantees.
- To provide support for ICT equipment and hardware faults
- To maintain all software and applications.
- To provide support and training for all staff regarding hardware and software.
- To maintain a stock of basic ICT equipment.
- To perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- Scope to line manage an ICT technician if the locality hub grows due to more schools joining the MAT.

The post holder may be asked to provide support in other areas of the school when necessary & as appropriate to the level of their role.

General Information:

- The above principal accountabilities are not exhaustive & may vary without changing the character of the job or level of responsibility.
- The Health & Safety at Work etc. Act, 1974 & other associated legislation places responsibilities for Health & Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health & Safety & Welfare of him/herself & other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, & by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding & promoting the welfare of children, young people & vulnerable adults & expects all employees & volunteers to share this commitment.