



PRESTON MUSLIM GIRLS

HIGH SCHOOL

Education with Patience Modesty Gratitude Humility Sincerity

ICT Network Manager Job Description

RESPONSIBLE TO:	Headteacher
SALARY:	Grade 8 £29, 577 - £33,782
HOURS:	37 Hours per week – Term Time + 2 Weeks
CONTRACT:	Permanent

MAIN PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE

- Management of all ICT networks, infrastructure, computer workstations, software and peripherals.
- Manage ICT technical staff and ensure they continue to develop their technical skills through training and your one-to-one support.
- To monitor, plan and lead changes in the school's ICT resource for safe, effective use by pupils and staff.
- To lead on IT Strategy, Project Planning and Implementation.
- Development and up-keep of the school website.
- Provide technical support and guidance to staff for the effective use of technical equipment and software.
- To ensure school is compliant with GDPR and its implications for data storage, retrieval, dissemination and removal
- To undertake any other appropriate duties, as requested by the line manager, to assist with the efficient running of the school's support services.

MAIN TASKS

- To maintain, support and undertake trouble-shooting and diagnostics on servers.
- To undertake trouble-shooting and diagnostics on hardware including the network infrastructure. Routers, Switches, Cabling and Wi-Fi.
- To undertake trouble-shooting and diagnostics on VMware, Exchange, VEEAM (MWare/Server Backup), SIMS and PARs.
- To perform routine maintenance tasks on the school's ICT equipment to include computers, printers and other peripherals.
- To lead on the installation of new equipment.
- To update and maintain the Asset Register – update and actions including tagging and smart-watering.



- To undertake fault finding to resolve hardware and software problems.
- To undertake Network tasks including the creation of and updating of user accounts.
- To provide technical support for the school's ICT services equipment including maintenance and documentation of projector stock and interactive whiteboards, lamp replacements and software library.
- To provide support with respect to the use of Audio/Visual hardware including audio recording within the school.
- Lead on the maintenance, upkeep and usage of both bookable and allocated devices
- To support any requirements for media duplication and capturing online visual and audio resources.
- To support staff and students in their use of ICT – password resets, hard drive quotas, remote access, WIFI connectivity for personal devices, print credit, printers, projectors, PCs, network connectivity, Active Directory Management, email distribution lists. Also, software requirements including MS Office, Adobe Master Collections, Pro Tools, Sibelius and other curriculum required applications.
- To provide and maintain PC hardware, networking fundamentals, Active Directory, warranty arrangements.
- To adopt a flexible approach to working hours enabling out of hours support to community and other external events.
- To ensure all ICT working practices adhere to the Ethos of the school, online safety policies and Health and Safety requirements.
- To contribute to internal preventative maintenance routines.
- To undertake any other appropriate duties, as requested by the line manager, to assist with the efficient running of the School's support services.

This appointment is with the Governing Body of the school, with the Governors as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

In order to comply with Safer Recruitment, all applications must be on the school Application Form, CVs alone are not acceptable.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Check.

Preston Muslim Girls High School is committed to safe-guarding and promoting the welfare of children and young people and expects all staff to share this commitment.



Person Specification



School: PMGHS

Post: Senior ICT Technician

Salary: Grade 8

Essential Skills & Qualification

- Providing installation and support current Windows and Office
- Windows desktop administration including Anti-Virus Management
- Windows Server Administration and Support
- Server and desktop hardware builds
- Server essentials: Active Directory, Group Policy, DNS, DHCP
- Server technologies: WDS, MDT, IIS
- Folder Redirection & Mandatory Profiles
- Exchange
- Troubleshooting TCP/IP Networking, both wired and wireless
- Hardware and Software support for printers
- Experience with VM Ware ESXi/VSphere
- Automation of processes via scripting (PowerShell/VBScript/Batch)

Desirable Skills & Qualification

- Microsoft SQL Server 2005/2008/2008R2
- Veeam Backup Solution
- Experience with TCP/IP Services / HP ProCurve switches / VLANS
- Administrative knowledge of SIMS/PARS/FMS

Essential Personal Attributes & Qualities

- Excellent relationships with members of staff and students
- The ability to keep calm in any situation and to deal with anyone who may be angry or emotional
- Flexibility and adaptability during periods of working under pressure
- A passionate belief in the school's mission statement.
- A strong belief in the value of education in developing citizens.
- Highest levels of professional and personal integrity.
- A strong commitment to inclusion and overcoming barriers to learning and achievement.
- Personal resilience, persistence and perseverance.
- Commitment to the pursuit of continuous professional development by oneself and others.
- Sympathetic to the Muslim faith.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

