



IT Network Manager

JD/PS



Job Description

Normal place of work: Schools within the trust. Network managers are assigned to an academy within the trust. You may be asked to go to other sites from time to time.

Normal working hours: 37 hours per week – all year round (full time).

Responsible to: Head of IT.

PURPOSE OF THE POST

The Network Manager is responsible for the day-to-day management, support, and development of the ICT infrastructure within a secondary school. The role ensures the stability, security, and effective operation of the school's network systems, supporting both curriculum and administrative functions

KEY RESPONSIBILITIES

- Maintain all on-site network infrastructure including servers, switches, firewalls, and wireless access points.
- Monitor network performance and proactively resolve issues.
- Perform routine system updates, backups, and patches.
- Support and maintain Active Directory, Microsoft 365, and school MIS systems.
- Provide support for hardware and software issues.
- Assist with the planning and implementation of IT projects and upgrades.
- Mentor IT technicians or apprentices when required.
- Maintain accurate records of IT assets and configuration documentation.
- Liaise with teaching and support staff to ensure ICT services meet school needs.
- Ensure compliance with data protection and cyber security policies.
- Monitor support requests via the central ticketing system and fulfill requests as needed.
- Contribute to the development and implementation of Trust-wide digital strategy

School Network Manager Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
Experience supporting ICT in an educational setting Experience supporting MIS systems (e.g., SIMS, Arbor) Experience with cloud services and hybrid infrastructures		Relevant IT certifications (e.g., CompTIA Network+, Microsoft Certified, Azure Fundamentals) Experience leading or mentoring IT support staff
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Experience in network/system administration. • Strong understanding of Windows Server, Active Directory, Group Policy. • Knowledge of Microsoft 365, including Exchange Online and SharePoint. • Familiarity with common educational MIS platforms (e.g., SIMS, Arbor). • Experience with networking hardware (e.g., switches, firewalls, VLANs). • Excellent troubleshooting and analytical skills. • Strong interpersonal and communication abilities. • Able to work independently and manage multiple priorities. • Knowledge of safeguarding responsibilities in IT (e.g., web filtering, monitoring tools) • Experience with mobile device management (MDM, intune). 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Demonstrates a proactive and solution-focused mindset • Organised, reliable, and able to work independently • Maintains confidentiality and acts with integrity • Demonstrates a commitment to professional development • Builds positive relationships with colleagues and stakeholders 		

Benefits

- Access to Local Government Pension Scheme
- Ongoing CPD and career development opportunities
- Generous holiday entitlement
- Access to wellbeing services

Equal Opportunities

Oak Learning Partnership is committed to promoting equality and diversity in all aspects of employment.

Safeguarding Statement

Oak Learning Partnership is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and satisfactory references.