

BRIGHOUSE HIGH SCHOOL

PERSON SPECIFICATION

NETWORK MANAGER

Range of Duties	Essential	Desirable	How Identified
Qualifications	GCSE grade C and above including Maths and English	Educated to Honour degree or equivalent. Microsoft or equivalent approved qualification	Application Form
Experience and knowledge	- Extensive experience in administration of a windows server /client infrastructure and in supporting a large user base of networked computers running Windows 10 or newer, with a wide variety of software applications. - Experience with switch configuration(HP, Dell and Cisco) - Good working knowledge of networking and troubleshooting techniques. - Experience in managing and monitoring servers and wired/wireless networks. - Ability to upgrade entire network to latest operating system. - Liaise with 3rd party suppliers and data engineers - Good written and oral communication skills - Proven organisational skills - Experience of managing staff - Experience of managing ICT in a strongly customer focused environment	Experience of working in a school or local government environment. Experience with hardware refresh policies, and asset management. Ability to roll out information systems/IT products to a large number of users. Knowledge of ICT Curriculum development. Financial and budget procedures. Development and Implementation of IT security and continuity policies. Project Management. Software evaluation	Application Form Interview

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Skills	• Knowledge of Microsoft Server 2012, 2016, 2019 and desktop operating systems; PCs and PCbased LANs • Ability to administer networks with regard to service maintenance, maintaining full records of changes, errors & adaptations • Experience managing Google Admin • Excellent interpersonal skills • Ability to think through and plan changes • A good understanding of the legal, security and moral issues relating to the use of ICT in schools • Excellent organisational skills, able to remain calm under pressure and manage competing priorities. • Ability to manage staff • Ability to work with a minimum of supervision	Knowledge of ICT systems and administration software used in schools (especially Bromcom) Knowledge of ICT in the school curriculum.	Application Form Interview
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Attitudes	• Desire to provide a quality service. • Flexible and responsive. • High degree of professionalism • Open minded about the range of possible solutions to problems • Assertive, positive, patient and helpful Effective interpersonal style with a range adults and students • Uses initiative and flexible – a ‘can do’ attitude. • Willing and able to be involved at all levels of IT support on site • Demonstrate accuracy and keen eye for detail.	Project Management. Customer care training.	Interview
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