



Great Oaks School **Job Description**

Network Manager or Senior I.T Network Technician

Great Oaks School is a secondary special school for pupils with learning difficulties and forms part of the Specialist Schools Trust (SST). Great Oaks School has three sites across the city of Southampton and we are looking to appoint a Network Manager or a Senior I.T Network Technician to cover all our sites.

The post holder will be accountable to the Trust's I.T Business Lead.

To apply for the role of Network Manager you must have previous experiences of working as a Network Manager or at a similar level.

For candidates who may not have previous experience of working as a Network Manager or at a similar level, but who wish to develop into the role of Network Manager in the future, please apply for the role of Senior IT Network Technician.

37 Hours Per Week, 52 Weeks per Year

Holidays – 24 days annual leave plus statutory bank holidays

Network Manager

Grade 7 SCP 20-25 - £30,295 - £33,944

Senior IT Network Technician

Grade 6 SCP 12-17 - £26,609 - £28,770

Job Description

Both roles will be responsible for the management, installation, maintenance, and security of the school's network infrastructure both hardware and software. We are looking at candidates for not only their IT experience but also their ability to communicate with members of the team. You will need to have a proactive attitude and be a committed team player.

Your main responsibilities would include -

- School servers, including ensuring that their operating systems, policies, and key functions, are operational and maintained to the highest technical and industry standards.
- All network infrastructure (cabling, patch panels, routers, switches, Wi-Fi, network points) is maintained, and incorporated into agreed replacement schedules where necessary.
- New devices are prepared and deployed across all current and future school sites.
- Existing devices are maintained and are included in a proactive planned preventative maintenance programme in order to extend their useful lives as far as is feasibly practicable.
- Regular audits are carried out to ensure current provision of hardware meets the growing and changing demands of the school.

The Specialist Schools Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



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- Telephone, CCTV and signing in systems are maintained, and liaising with contractors if repairs/upgrades are required.
- Software is deployed to all relevant devices/business areas and that this software is updated/upgraded as required.
- Operating systems are automatically updated to ensure devices are fully protected and fit for purpose.
- Robust web filtering is in place to protect students and colleagues from accessing or being exposed to inappropriate/harmful content, and that this filtering can be quickly and easily adjusted in response to emerging threats and identified gaps.
- The school email system is fully operational, and that distribution lists are kept up to date, to facilitate efficient communication both internally and with external parties.
- Oversight of the technical elements School's sensory room and technological communication aids.
- Support the Multi media technician with setting up and maintaining School's AV resources.
- Being proactive in keeping up to date on current IT developments, assessing their suitability, and incorporating these into the IT strategy as required.
- Taking an active role in production, enforcement, and regular review IT related policies.

FOR THE NETWORK MANAGER ONLY:

You will also assist with Project Management for the school -

- Assist in drawing up specifications, plans and projected costs for planned works
- Help with identifying suitable contractors and arranging for quotations in line with agreed specifications, paying attention to the school procurement policy
- Formulating a robust and thorough planned and preventative maintenance programme for all aspects of the school's IT provision.
- Developing and regularly reviewing an IT strategy, in conjunction with the Business Lead I.T and LMT, that is linked to the School Development Plan and that supports curriculum and administrative processes.
- Assisting on the planning and implementation of all IT related projects across all current and future school sites, driving them from concept to completion.
- You will also assist with the I.T Business Lead in planning, creating and implementing a strategic I.T development plan for the school.

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The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the head teacher.

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