

# Network Manager

<b>NJC Pay Range</b>	<b>Band H</b>
<b>Responsible For:</b>	<b>ICT Technicians</b>
<b>Responsible To:</b>	<b>Academy SLT Link/Trust Director of ICT</b>

## Main Purpose of the Post

- To work closely with the Trust Director of ICT and other key leaders to develop the Trust's ICT Vision and Strategy and implement this in the Academy context.
- To lead, develop and support a team of ICT Technicians, maintaining and developing the Academy's ICT infrastructure in line with the strategic vision for ICT.
- To implement network systems at the Academy, in line with the Trust strategy, delivering high levels of performance and availability.

## Key Areas of Responsibility

### Vision and Strategy

- To act as technical liaison to the Trust core ICT Support team, contributing to the production of the Trust's annual ICT Strategy.
- To prepare an annual Technical Improvement plan in line with the Trust's ICT strategy, recommending improvements to ensure network stability and maximum performance.
- Contribute to the identification and evaluation of emerging technologies and how these might support improvements in the development of the network infrastructure.

### ICT Support Service

- To manage and support a team of ICT Support technicians, including responsibility for performance management and continuing professional development.
- To help design and develop processes and procedures to ensure the effective and efficient management and delivery of ICT support services to support teaching, learning and administration tasks.
- To monitor ICT and related budgets.
- To ensure that all computer equipment in school and all work done by ICT Support conforms to current health and safety regulations.

### Academy Network

- To manage and develop an effective, scalable, and resilient network, integrating local and cloud-based technologies, to include, but not restricted to:
  - LAN infrastructure, switches, VLANs and routing.
  - WAN connectivity and IaaS.
  - Wireless infrastructures.
  - Server/storage infrastructures including virtualisation platforms.
  - Cloud technologies including Office 365 and Azure.
  - VOIP telephony.
- To contribute to the identification and implementation of hardware and software for the Trust and oversee the procurement of such, requesting and evaluating quotes/tenders as required.
- To implement a programme of regular maintenance of computer networks and ICT equipment, maintaining warranties on critical hardware.

- To repair/re-configure hardware as necessary, seeking technical information from outside agencies as required.
- To maintain an asset register of all IT related equipment held by the Academy.
- To deploy software/updates across the network as required, including O/S and firmware patches.
- To ensure that data within the network is secure in line with Trust's policies on data protection.
- To maintain the Academies web filtering/firewall solution, ensuring any changes conform to Trust policy and are logged.
- To ensure that backup and disaster recovery procedures are in place, documented, fit for purpose, and regularly tested.
- To oversee directory administration, including the creation and maintenance of user accounts, security/distribution groups and policies.
- To administer the Academy's Office 365 deployment.
- To assist in the development and maintenance of the Academy's learning platform.
- To dispose of end-of-life equipment, safely and securely in line with Academy policy.

#### **Other Considerations Relevant to the Role**

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

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## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
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- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.

- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

### **Engagement with Stakeholders**

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### **Other Considerations**

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***