WHITWORTH COMMUNITY HIGH SCHOOL

Post title: Network Manager week		TTO + 1 week / 37 Hours per	
Grade:	Grade 6 or 7 (dependent upon experience)	**Staff responsibility:**	IT staff

Scope of role

To develop and implement the school's IT strategy and service provision including managing all aspects of IT technical support in the school, including the work of IT technician(s).

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded IT role.

Accountabilities/Responsibilities – appropriate for this post:

1. Develop school policies and procedures for the use of IT within the school environment
2. Maintain a comprehensive database of all support requests
3. Manage the work of staff providing technical support to staff and pupils allocating jobs
4. Identify school staff training issues and deliver appropriate training
5. Create and manage all network user accounts, ensuring correct access rights and audit as required
6. Ensure data stored on the system is current and out of date data archived
7. Design and implement changes to the school's IT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate
8. Procure IT equipment on behalf of the school which may include managing associated budget.
9. Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
10. To work within school policies and procedures
11. To take care of their own and other people's health and safety

Individuals in this role may also:

12. Advise teaching staff on the likely compatibility of new software / hardware, install software / hardware as requested by teaching staff, and maintain a record of all installations carried out
13. Manage the IT Network for a cluster of schools.

Prepared by:	Associate HT	**Date:**	28/03/24

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

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Person Specification – IT Manager (Grade 6/7 dependent upon experience)

	Essential (E) or Desirable (D)	Identified by Application Form (A), Interview (I) or Reference (R)
Qualifications:		
Recognised Level 4 IT qualification in a relevant discipline and / or vendor qualifications for the specific hardware / software used or equivalent experience.	E	A
ITIL Service Management Qualification (Foundation or above)	D	A
Experience:		
Experience of working in a busy IT environment working independently providing technical support on a wide variety of IT systems, equipment and IT software	E	A,I
Experience of managing school-sized or larger networks and major software upgrades	E	A, I
Experience of managing challenging/competing workloads	E	A, I
Experience of managing budgets and/or resources deployed to assist with the delivery of service provision	D	A, I
Experience of delivering IT services within a school environment	D	A, I
Experience of working with the Google Admin Console	D	A, I
Experience of working with Active Directory and Group Policies	D	A, I
Knowledge and Skills:		
Good analytical, organisational and problem-solving skills	E	A, I
Ability to interpret technical information and have the ability to relay this to non-technical customers.	E	A, I
Professional and friendly, with a flexible approach to working hours	E	A, I
Ability to work under minimal supervision and within a team	E	A, I
Ability to organise, lead and motivate any responsible staff	E	A, I
Awareness of current IT trends and developments	E	A, I
Good written and verbal communication skills, including the ability to negotiate and influence	E	A, I
Ability to remain calm under pressure	E	A, I
Other:		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
May be required to work outside standard school/ office hours as required	E	A, I
Commitment to undertake in-service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work.	E	R
To be aware of the confidential nature of issues related to home/pupil/teacher/school work.	E	A, I
Note: We will always consider your references before confirming a job offer in writing		