Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	ICT Network Manager
Directorate:	[School name - amend as appropriate]
Reporting to:	Headteacher
Grade:	PO4

Job description

Purpose of the post:	• Responsible for the management, installation, maintenance, availability and security of the schools network, hardware and software. Working closely with the Headteacher or designated member of the senior management team to take a lead in ICT specialist area. • To ensure the smooth running of the school, having responsibility for the network, affecting both the curriculum and administration.
Main duties and responsibilities:	**Management and Supervision:** • Manage all ICT staff in the school including training and appraisal. • Be aware of and take part in the schools performance management framework and participate in training and development activities as required. **Infrastructure and Maintenance:** • Responsibility for the ICT budget. • Manage the schools network infrastructure, servers and workstations. • Provide advice on networking, purchasing and any relevant contractors. • Develop hardware, software and the network solutions throughout the school, to meet curriculum and administrative needs. • Ensure that the network is operational during access hours and appropriate back-up protocols are implemented. • Responsible for regular maintenance programme and resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented. • Monitor the use of hardware and software and ensure all software is licensed.

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Development:

- Develop, implement and monitor the schools practices for data protection, internet use, e-mail, security and ICT resource management.
- Ensure the preparation and maintenance of documentation, manuals and user notes.
- Liaise with Hackney Learning Trust on ICT development and support and represent the school at meetings.
- Provide support and guidance to pupils and staff in the use of ICT and provide feedback to pupils using specialist skills/training/experience.
- Train staff on a wide range of applications used in school.
- Produce audits and reports on ICT use and costs to demonstrate best value in provision of products and services.
- Responsible for setting up security parameters and ensuring virus checks are implemented.
- Responsible for relevant out of school learning activities, e.g. clubs and other activities within school guidelines.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

	Job title:	ICT Network Manager

Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]	**Essential**	**Desirable**
Qualifications		
1. Hold a recognised computer or network management qualification, at NVQ level 3 or 4 or equivalent experience.	✔	
Experience		
2. Considerable experience in network management.	✔	
3. Experience of installing and configuring computer hardware and software and managing projects.	✔	
4. Experience of designing, configuring and managing networks.	✔	
5. Experience of procurement and budget management.	✔	
6. Experience of working in a learning environment.	✔	
7. Experience in the use of SIMS.	✔	
Knowledge		
8. Understanding of client/server architecture.	✔	
9. In-depth knowledge of computer systems/networks and a range of software applications.	✔	
10. Understanding of health, safety and welfare regulations and best practice affecting ICT.	✔	
11. Understanding of Data protection requirements.	✔	
Skills		
12. Good literacy and numeracy skills.	✔	
13. Able to communicate and explain computer systems and procedures to adults and pupils.	✔	
14. Exhibit excellent customer care skills.	✔	
15. Able to solve problems and design solutions and demonstrate ICT support skills.	✔	
16. Able to work constructively as part of the wider school team.	✔	

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Skills		
17. Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.	✔	
18. Able to undertake administrative management tasks.	✔	
19. Able to keep accurate records and work within agreed frameworks.	✔	
20. Committed to equality of opportunity.	✔	
21. Able to respond to speedy changes in technology and learn and apply new solutions.	✔	
22. Able to lead, organise, manage, deploy and motivate a team and demonstrate supervisory skills.	✔	
23. Able to coach and mentor others.	✔	
24. Able to identify own training and development needs and those of others and participate in activities to address them.	✔	
25. Able to manage continuous professional development, staff appraisal and share knowledge with other staff and support and encourage their development.	✔	

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