**The Durham Federation**

**JOB DESCRIPTION**

**Strategic Network Manager - Grade 12 Whole Time**

Core purpose:

* Responsibility for the safe and efficient working of the school computers, networks, Real Smart, CCTV and telephone systems and ensures that the school’s resources are managed effectively and smoothly.
* Ensure that all school systems are GDPR compliant.
* To be a proactive leader for the IT Team

Duties and responsibilities:

* Provide network administration services, including setting up new users, maintaining email distribution lists, maintain the user databases, password security and monitor user’s performance.
* Regularly check school systems to ensure full GDPR compliance.
* Take an active role in the production of IT related policies, including E-Safety and GDPR Policy.
* Create and maintain an asset register database for all ICT equipment and licences and produce relevant reports when requested
* Responsible for ensuring all data is backed up
* Setting up and carrying out backup systems
* Provide training IT technicians and ICT training to staff as part of INSET
* Monitoring the effectiveness of technical support, ICT provision, equipment, rooms etc
* Work with suppliers, engineers and other appropriate contractors when purchasing and setting up new equipment
* Order and procure equipment including hardware, software and consumables ensuring best value.
* Provide ICT support to staff. Keep staff up to date with current software appropriate to teaching
* Assist pupils in ICT support when required
* Liaise with Leadership Team on the development of new initiatives
* Create and monitor replacement schedule for ICT equipment in conjunction with the school development plan and senior leadership team
* Contribute to the development of the ICT curriculum and the use of ICT across the curriculum in line with the FIP/FDP to include VLE
* Install new PCs and peripherals. Install upgrades and maintain equipment. Organise repairs if required. Installs new servers if required
* Relocate existing equipment and dismantle and dispose of old ones
* Responsible for resolving issues and troubleshooting hardware problems such as crashed computers, printer jams
* Liaise with Business Manager regarding financial position of ICT
* Provide an in house solution to ICT support, development and maintenance
* Undertake supervision duties in accordance with school duty rota
* Creation and update of school website
* Ensure security and licensing of software including installing anti-virus software and auditing relevant hardware
* Maintain technical and user documentation including network log-book
* Enforce and ensure compliance with School’s agreed ICT and Communications policy
* Plan, implement and record essential back up procedures for both management and academic data
* Support systems for data protection
* To follow agreed policies for communications within the school
* Ensure equality of opportunity for all pupils and staff through ICT networks and provide optimum access for all pupils and staff through ICT networks and provide optimum access for all
* To ensure safety of staff and pupils by regularly checking, cleaning and monitoring all equipment
* Produce a 3 year development plan for annual presentation to the Governing Body
* To work outside normal working hours accessing Network remotely to troubleshoot issues raised by staff
* Production/design of in house marketing materials

Other professional requirements

* Establish and maintain effective working relationships with professional colleagues and parents
* To be a leader within Durham Federation performance appraisal process.
* Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
* Be aware of the need to take responsibility for your own professional development
* Commit fully to the objectives of the Federation Improvement Plan
* Have high aspirations for yourself, the Federation and its students
* Health and Safety – you will be responsible for ensuring the appropriate Health and Safety procedures are followed within your area. You will have a full understanding of Health and Safety regulations and will ensure your area is in keeping with school and national requirements.
* Be aware of and comply with policies and procedures relating to child protection, first aid, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* All staff are employed by the Governors of The Durham Federation and could be deployed across both colleges in keeping with the annual school improvement plan and business needs
* Support lunchtime enrichment activities 3 days per week on an allocated site - ensuring that your lunch is taken a suitable alternative time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_