**VILLA REAL SCHOOL**

**JOB DESCRIPTION**

**Post: ICT Network Manger**

**Salary: Grade 8**

The responsibilities of the post are to be carried out in keeping with the school policies and within the aims an ethos of the school.

The key responsibilities of the post are:

* General day to day maintenance of the ICT network for use by school and community dimension. This will include:
	+ Controlling security and access rights
	+ Setting up users and user groups
	+ Supporting the schools filtering software, restricting access to inappropriate websites
	+ Managing passwords and access rights
	+ Ensuring the physical security of equipment
	+ Ensuring the integrity of the network infrastructure including all cabling, equipment and external communications
	+ Establishing and maintaining adequate printing facilities
	+ Regular checking of all equipment
	+ Ensure proper maintenance and installation of ICT equipment in order to support the effective delivery of the curriculum in the classroom and the administrative needs of the school
* Hardware and software - installation and maintenance: This will include:
	+ Installing hardware as required
	+ Installing hardware upgrades
	+ Installing and maintaining new software and upgrades
	+ Minimising compatibility problems between systems and software
	+ Ensuring all systems software has the latest security and critical updates installed
	+ Ensuring that all utility software and plug-ins are sufficiently up to date to work with all applications software installed on the network
	+ Ensuring that the network is protected from viruses and similar malicious attack through the use and deployment of virus protection software and such other measures as are from time to time deemed necessary
	+ Ensuring that regular backups are taken of students and staff work areas
	+ Ensuring that RIS images are kept of the main server so, that in the event of an equipment failure, normal service can be resumed as soon as possible
	+ Updating RIS images stored on the main server, to reduce time spent manually installing software/ updates
	+ Ensuring the readiness of portable equipment and monitoring its deployment and use
	+ Responding to emergency requests to avoid disruption to ICT based lessons
	+ Testing and repairing faulty ICT equipment
* Routine Administration:
	+ Establishing and maintaining hardware inventories
	+ Establishing and maintaining software inventories
	+ Establishing and maintaining booking and tracking systems for all ICT related portable equipment
	+ Establishing and maintaining systems for the reporting of faults and subsequent actions taken to put them right
	+ Maintaining an up to date record of priorities set by the School Business Manager or Head Teacher and subsequent work carried out
* CCTV:
	+ Ensure security of CCTV and relevant downloads
	+ Ensure monitoring of CCTV is in line with school Safeguarding & Health & Safety policy
* Managing and lead on school website and newsletter
* Manage the upkeep and development of the school’s computer network
* Plan the strategic development of ICT in school
* Prepare reports for the Head Teacher and Governing Body as requested
* Maintenance and development of IT security systems in order to prevent inappropriate access of materials by users
* Maintenance of an IT inventory to include all ICT equipment
* Liaise with ICTSS and/or Capita in order to maintain currency in SIMS developments and act as the SIMS System Manager
* Ensure the school receives value for money form ICT purchases
* Managing school Facebook website
* Liaise with ICT coordinator on any whole school ICT projects including on line safety
* Liaising with ICTSS staff in Local Authority – note no other IT technician on site
* Providing technical support in ICT based lessons as directed by the School Business Manager or Head Teacher
* Carrying out other duties as may be specified from time to time by the School Business Manager or Head Teacher
* Pursuing continuing professional development relevant to the post of ICT Technician as from time to time may be agreed with Senior Staff in order to obtain appropriate professional qualifications and keep up to date with the rapid changes taking place in ICT
* To keep up to date on current ICT developments in industry and education