Sacred Heart Catholic High School

Job Description

Post title: IT Network Manager

Scale: N8 to N9 (Depending on experience)

Hours: Full time, 37 hours per week

Responsible to: SLT Link for IT Strategy

In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

Job Purpose:

Support the development of the School's IT infrastructure and be responsible for the management of it. To be responsible for the implementation, support and maintenance of IT solutions, meeting the administrative and curriculum requirements of the School.

Main Responsibilities:

Work collaboratively with the School Leadership Team and Head of Computer Science to provide strategic advice and direction, and be responsible for the implementation, support and maintenance of IT solutions to meet the requirements of the School and satisfy Government regulations.

Work collaboratively with suppliers and external agencies including Bishop Bewick Catholic Education Trust and the Local Authority to achieve the agreed IT aims of the School.

Line manage the School's IT support staff and perform their annual review and appraisals, as well as supporting their professional development.

Proactive monitoring, management, maintenance and upgrade of all hardware and software across the School's network ensuring that it is robust, reliable, and fit for purpose to facilitate the leadership, administration and curriculum functions of the School:

- Management of School's domain active directory of users and computers to include the creation and maintenance of accounts and setup of agreed permissions and policies.
- Management and maintenance of the School's IT environment including: servers; broadband (together with appropriate filtering solutions, security and application and use of antivirus software); email system; MIS applications.
- Management and maintenance of our Office 365 tenancy.
- Install, configure, manage and maintain the School's hardware estate including servers, desktops, laptops, printers, AV equipment such as data projectors and IWBs, and other peripheral devices to ensure the smooth operation of the School's functions.
- Management and maintenance of the School's administrative and curriculum software to include an inventory of licences, and deployment, installation, configuration, testing and rollout to ensure the smooth operation of the School's functions.
- Management of an asset register of all hardware and software throughout the School. Support the Finance Office in keeping an accurate record of appropriate information required by Financial Regulations.

- Management and maintenance of the School's backup system and disaster contingency to include the setting up and operation of 'offsite' backups.
- Management of the School's Resources budget for IT consumables and inventory of annual costs of licences, fees, etc. Monitor expenditure, ensuring achieving value for money and adherence to all financial procedures.
- Management of the School's telephone system to include the addition or relocation of extensions and to liaise with external suppliers (currently Aspire) when necessary.
- Management and maintenance of the School's infrastructure both wired and wireless to include advice on future development needs and updating the School's topology plan for reference.
- Management and maintenance of the School's website, plasma screens, and all online web interface programs as required.
- Carry out appropriate research into new technologies with a view to ensuring the School's systems are fit for purpose and advising Governors and the Leadership Team of possible responses to these developments. Project management of operating systems upgrades, infrastructure upgrades, etc.
- Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
- Any other reasonable task requested by the Headteacher.

Work with the SLT link for IT, Head of Computer Science, other HoDs and staff to facilitate the successful delivery of the IT curriculum. Work with the administrative team to maintain effective operation of all IT systems. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

This job description may be amended by the Head teacher after consultation with the post holder.