ICT Network Manager

Salary/grade range	NJC APT&C Grade 8, Points 25-30 (£30,095 to £34,373 FTE) This post is 37 hours per week, working full year.
Location	Morecambe Bay Academy
Closing date	Noon on Wednesday 5th October 2022
Reports To	The Principal

Purpose of role:

- To take overall responsibility for the management and development of the ICT systems and network infrastructure within Morecambe Bay Academy, ensuring the safe, secure and reliable running of all systems, in order to maintain a high quality service for staff and students.

Key accountabilities (and specific duties / responsibilities):

Strategy & Planning
- Work with the Principal on ICT strategic planning.
- Take overall responsibility for the management and development of the infrastructure of the school's ICT network and peripherals.
- Liaising with key staff to ensure that ICT services meet school needs.
- Identify any necessary upgrades to the school networks, advising the senior leadership team by preparing hardware and software costs analysis.
- Plan for major developments of the ICT service and project manage their implementation.

Budget & Line Management
- In conjunction with the Principal, contribute to the ICT budget planning process to ensure most effective and efficient use of available funds.
- Provide advice to staff on appropriate hardware and software purchases to ensure that available budgets are used effectively and efficiently.
- Liaise with appropriate staff to order equipment and software, deal with suppliers regarding ICT related business, including leading the tendering process for ICT related products.
- Line manage and take responsibility for the work of the ICT support staff to ensure they carry out their duties effectively and receive adequate support, guidance and training in order to provide a high quality ICT support service.

Desktop & Applications Support / Server & Network Support / Configuration & Installation
- Manage the installation, configuration, maintenance and upgrading of the school's networked systems, all hardware, software and applications - including servers, routers,

switches, wireless access, firewall, web filters, and anti-virus along with Office 365 and all operating systems.

- Manage servers, workstations, routers, switches and peripherals; diagnose faults and problems and carry out remedial action, including repair of servers, liaising with suppliers and their technical teams when required, in order to maintain an effective service on the school site.
- Manage the allocation and provisioning of user accounts for network, communication systems and school specific software packages.
- Provide school network support for SIMS/Solus (school information management system) and manage the installation, upgrade and configuration of SIMS/Solus software on the school site, providing technical support to all SIMS users as required.
- Perform advanced diagnostic procedures on hardware, peripherals and applications as required.
- Maintain a back-up and recovery strategy to ensure minimum downtime in case of system failure
- Ensure safe and reliable running of the ICT infrastructure in order that the integrity and security of the network is maintained at all times, including ensuring that a full disaster recovery programme is in place.
- Manage all systems of electronic communication and access for students and staff on the school networks, ensuring security of files and appropriate access to systems.
- To be the main point of reference for day-to-day ICT problems and to manage the response system to deal with network queries and problems and ensure that queries are dealt with promptly.
- Support staff and students in the use of ICT equipment and peripherals, answering queries and demonstrating correct usage of specific programmes/systems, in order to ensure that all users can access relevant services/equipment.

Health & Safety and other Policies
- Comply with and assist with the development of policies and procedures relating to health, safety and security, confidentiality and GDPR, investigating issues and making recommendations for change to senior school management.

General
- To fully participate in the school's appraisal scheme and undertake relevant training, where appropriate.
- To contribute to the wider success of the ICT network function within the Bay Learning Trust, sharing ideas and best practice.

The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment.

General:
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

- Participate in training and other learning activities and performance development as required.
- Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times.

It is the Trust's intention that this job description is seen as a guide to the major areas and duties for which the ICT Network Manager is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Safeguarding:
The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Person Specification
Personal attributes required (based on job description)

	Essential	Desirables
Qualifications	• Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	• Degree or relevant higher technical qualification (or equivalent)
Relevant Experience	• Experience of large network infrastructure • Experience of Microsoft environments • Experience of VLANS and virtualisation • Experience of technical support • Experience of customer relations	• Experience of Apple Macintosh environments
Knowledge	• Knowledge of the concept of confidentiality	• Knowledge of educational environments
Skills	• Good communication skills • Time management skills • Organisational skills • Administrative skills	
Personal Qualities	• Ability to work as part of a team • Ability to lead a team • Flexible attitude to work and responsive to change • Commitment to safeguarding and protecting the welfare of children and young people • Highly confidential • Committed & hard working • Commitment to Equality & Diversity • Highly self-motivated and proactive • Highly organised with an energy, drive and flexibility to ensure a job is done well	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.