



# ARDEN MULTI ACADEMY TRUST

<b>Job Title:</b>	<b>Network Manager (Henley in Arden)</b>
<b>Salary Band:</b>	Band E
<b>Contract:</b>	Full Time Permanent (37 Hours per week) Hours of work: 8.00pm to 4.00pm
<b>Postholder:</b>	Vacancy
<b>Responsible to:</b>	Network & Infrastructure Manager

## Overall Responsibility

To provide a range of technical and general ICT support to staff and students within Henley in Arden School.

To assist in the implementation of school IT strategy by undertaking the following duties with the direction and guidance of the Trust Network Manager

## Main duties and responsibilities:

- To be responsible for the support and maintenance of all ICT, door control and CCTV monitoring equipment and the provision of technical advice and support for ICT curriculum related activities together with in house development and support for teaching and learning.
- The ability to manage multiple activities and prioritise appropriately.
- The ability to work flexibly.
- Understanding of GDPR and online safety
- Install new software and hardware.
- Deliver hardware and resources to work areas and classrooms as required.
- Secure, security code and ensure the safe set up of new equipment.
- Assist the Trust Network Manager in creating a structured approach to rolling out new hardware or software, including procurement, testing and assessing the needs of user training.
- To be familiar with customer care, data protection (GDPR) and health and safety policies and raise awareness amongst staff and pupils.
- Work with the Trust Network Manager to ensure Data protection. Online Safety and Acceptable Use Policies are kept up to date.
- Manage Active Directory
- Maintain email filtering system (Censornet)
- Manage internet gateway (Smoothwall)
- Detect, diagnose and resolve PC, printer, peripheral and software errors, assisting students, staff and parents on request
- Perform routine checks on PCs/ laptops and repair accordingly
- Setting up mobile devices such as Apple iPhones/ iPads
- Maintenance of PC software and Apps including upgrading and removing those not in use
- Maintain the school website in conjunction with the Associate Headteacher

- Maintain and manage electronic visitor system
- Maintain an up-to-date inventory of ICT software/ hardware and licences in school.
- Manage CCTV system and assist management in accessing video footage when required
- Maintain and manage door access control system and assist the site manager when required
- Assist in the installation of software and hardware including updating of drivers, Windows updates and anti-virus software
- Refer more serious technical issues to the Trust Network Manager to ensure quick resolution of faults
- Report any complex and serious user issues to the Trust Network Manager
- To be responsible through the Trust Network Manager and Head teacher for the on-going development, management and operation of all Academy IT systems and services.
- Issue and maintain both student and staff laptops, including user induction where necessary
- Provide support and assistance in the setup and operation of audio/visual/ multimedia equipment
- Provide support and assistance in the setup and operation of CCTV, phone system and Wi-Fi equipment.
- Provide user support on all ICT systems used at the school, including and not limited to audio visual, CCTV, phone system, printers and Wi-Fi.
- Determine and implement a regular check on all equipment used in the student learning experience
- Carry out health and safety checks on all I.T equipment
- Assist the Trust Network Manager in maintaining a database of hardware and software licences
- Manage IT apprentice/ technician and provide support with tasks
- Liaise with suppliers, order consumables and stock via the Finance package PS Financials
- Liaise with IT Support companies in order to resolve complex technical issues and in timely manner
- Support staff training in ICT by preparing workshops, demonstrations and help sheets
- Occasional production of promotional materials for school events
- Attendance at all open, parents, and presentation evenings to ensure all ICT equipment is fully working and any problems arising are dealt with.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

## **Continuing Professional Development – Personal**

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Compiled by: Y Hennous/M Bull
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Date: 18/11/2022
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