

Arden Multi Academy Trust

PERSON SPECIFICATION

POST TITLE: Network Manager

SECTION: Support Staff - ICT **SALARY GRADE:** E
LINE MANAGER: Network Manager **SALARY RANGE :** £33,820 to £39,493

RESPONSIBLE FOR: Ensuring the efficient running of the school networks, providing technical support to all Departments within schools and classroom support to academic staff. (See Job Description for full details).

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	A minimum of 5 GCSE's (or equivalent) to include English & Maths at Level 4/Grade C o Level 3 qualification Good levels of competency in literacy and numeracy Evidence of and commitment to continuing professional development Willingness to undertake training relevant to the role	MCSA Qualification Higher qualification in IT	Application Form
SKILLS AND ABILITIES	Analytical, judgemental and creative skills are required – the ability to interpret information and solve problem To work under own initiative Excellent written and verbal communication skills; able to communicate effectively and clearly with a range of staff, pupils and parents	Interpersonal skills Team player	Interview Application Form
EXPERIENCE	Experience of managing IT networks, hardware/software and working in an ICT related environment The ability to converse effectively with a range of	Experience of line managing staff and the ability to offer training and advisory skills Experience of working in ICT in either an	Application Form Interview

	<p>stakeholders (e.g. adults and students)</p> <p>Experience of networking</p> <p>Experience of trouble shooting</p>	<p>educational or business environment</p> <p>Experience of the school MIS system (SIMS)</p>	
KNOWLEDGE	<p>Knowledge of school systems: Google; Microsoft servers; SIMS; Office 365, Teams, knowledge of networking</p> <p>Knowledge of Microsoft Windows Server</p> <p>Experience of managing Apple devices, such as iPads and Macs, using Apple server and Open Directory</p> <p>Knowledge of use of application software eg. MS Office and the ability to train others in the use of the packages (Excel/Word/Access/ Outlook)</p> <p>Knowledge and maintenance of websites/ parent portal, Office 365 or Google Workspace</p> <p>Knowledge and understanding of the Data Protection Act and other related legislation</p>	<p>Experience of managing website content</p> <p>Good understanding of Wi-Fi, Active Directory, Group Policy, Exchange Online, Server and Windows10, Outlook email, Cashless Catering, Door Access, CCTV, telephone system</p> <p>Awareness of educational issues</p>	<p>Application Form</p> <p>Interview</p>
OTHER REQUIREMENTS	<p>Resilience, the ability to work under pressure and be able to meet deadlines</p> <p>The ability to think creatively and to prioritise</p> <p>Strong organisational skills</p> <p>Willingness to embrace new developments</p> <p>Driving Licence and the ability to travel independently between schools</p> <p>Able to respond quickly to unexpected problems and situations</p> <p>To be physically fit and able to carry out duties including lifting, carrying and also working in awkward positions</p> <p>Ability and willingness to work as part of a team</p>		<p>Interview</p>

COMPILED BY:

M Bull/Y Hennous

Date: 1st November 2022