



St Joseph's Roman Catholic High School

Job Description - **ICT NETWORK MANAGER**

School Mission Statement

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Purpose	To lead and manage the school's IT infrastructure, systems and services, ensuring a secure, reliable and high-quality digital environment that supports teaching, learning and efficient school operations. To ensure the school meets current DfE Digital and Technology Standards, including cybersecurity, filtering and monitoring, infrastructure, cloud systems and data protection.
Reporting To	• SLT – Digital Lead / School Business Manager
Responsible For	• ICT Technician (s)
Salary/Grade	• GRADE G
Hours	• 37 PER WEEK OVER 5 DAYS All Year Round
Disclosure	• Enhanced
Principal Responsibilities	• Provide and maintain high-quality, up-to-date IT systems to support students, staff and the curriculum • Ensure compliance with DfE Digital and Technology Standards and relevant statutory guidance (e.g. KCSIE, GDPR, filtering and monitoring requirements) • Line manage ICT support staff, including day-to-day supervision and performance management • Lead the strategic development, implementation and evaluation of the school's IT provision
MAIN DUTIES	

1. IT Infrastructure, Systems and Security

- Maintain and develop the school's IT network, including servers, wireless infrastructure, switches, endpoints and cloud services
- Ensure robust cybersecurity measures are in place (e.g. access control, backups, patching, endpoint protection, disaster recovery)
- Oversee backup and recovery systems, ensuring data integrity and business continuity
- Configure and manage user access, permissions and identity systems (e.g. Active Directory / cloud identity platforms)
- Ensure the network supports safe and appropriate access to resources for all users
- Maintain accurate network documentation, asset registers and system configurations
- Undertake or oversee network installations, upgrades and cabling and CCTV projects
- Ensure the school website is maintained, compliant, regularly updated and accessible

2. Digital Services and Applications

- Manage and maintain key school systems, including:
 - Management Information System (e.g. Arbor)
 - Email and communication platforms (M365)
 - School website
 - virtual learning environment or digital learning platforms (e.g. Microsoft Teams, cloud-based learning systems)
- Ensure systems are regularly updated, patched and functioning effectively
- Support the development of remote access and cloud-based systems for staff, students, parents and governors
- Investigate and implement new technologies that enhance teaching, learning and administration

3. Devices and Technical Support

- Oversee the deployment, management and maintenance of all school devices, including staff and student laptops, tablets and desktops
- Ensure effective asset tracking, lifecycle management and timely return of equipment
- Provide high-level technical support and guidance to staff and students
- Ensure printing and peripheral services are operational and efficient

4. Safeguarding, Filtering and Monitoring

- Support the implementation and ongoing management of filtering and monitoring systems, ensuring compliance with DfE and safeguarding requirements
- Monitor system use and respond to incidents of misuse appropriately
- Ensure staff and students are supported in the safe, appropriate and responsible and effective use of IT systems

5. Support for Teaching and Learning

- Support the effective use of technology to enhance teaching and learning
- Provide advice, guidance and training to staff on digital tools and systems
- Prepare and maintain specialist ICT equipment and resources
- Contribute to the development of a productive and safe digital learning environment

	6. Strategy, Planning and Development • Contribute to and help implement the school's IT strategy and development plan • Lead on the integration of new systems into the school network • Provide technical input into whole-school improvement priorities • Ensure best value in procurement and resource allocation • Ensure relevant and ongoing CPD opportunities are identified and secured for both the post holder and ICT Technician 7. Financial and Resource Management • Monitor and manage delegated IT budgets • Procure equipment, software and services in line with financial procedures and plan for this over a 3-5 year rolling renewal programme. • Manage licensing agreements and renewals • Maintain an accurate asset register and stock levels 8. Compliance and Policies • Ensure compliance with: ◦ DfE Digital and Technology Standards ◦ Data protection legislation (GDPR) ◦ Safeguarding requirements (e.g. KCSIE) ◦ Health and safety regulations • Develop and maintain relevant IT policies and procedures • Ensure appropriate documentation is in place for all systems 9. Communication and Collaboration • Work collaboratively with staff, students and external partners • Provide clear technical advice and guidance in an accessible manner • Contribute to the wider ethos and aims of the school 10. General Responsibilities • Promote equality of access to technology for all students • Support whole-school priorities and initiatives • Participate in relevant training and professional development • Undertake additional duties commensurate with the role as required
Leadership & Management Responsibilities	• Line manage ICT support staff, including: ◦ Performance management ◦ Training and development ◦ Recruitment and induction • Hold regular team meetings and coordinate workloads • Act as a key point of liaison between teaching staff, leadership and technical support • Collaborate with the Digital Lead to develop and deliver a 3–5 year strategic IT improvement plan, including financial planning for device and network renewal
Quality Assurance	• Contribute to monitoring, evaluation and improvement processes • Support the school's quality assurance procedures and standards
Management of resources	• Ensure effective use and deployment of IT resources and staff • Secure appropriate licences, insurance and specifications for services • Support the school's values, ethos and operational priorities

Support for Colleagues	• To establish constructive relationships with colleagues. • Work as part of the team and co-operate and communicate with, share resources and expertise with colleagues.
Support for School	• Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the school. • Attend and participate in regular meetings as required. • Recognise own strengths and areas of expertise and use these to advise and support others and seek for support where necessary.
Additional Information	The post holder may be required to undertake other duties appropriate to the grade and responsibilities of the role. This job description outlines the main duties of the post; it does not detail every task and may be reviewed in consultation with the post holder to reflect changes in the role.
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

PERSON SPECIFICATION

School ST JOSEPHS RC HIGH SCHOOL

Job Title ICT NETWORK MANAGER

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

Criteria	Method of assessment	Category
Willingness to actively support the Catholic Ethos of the School	Interview/Application form	Essential
Commitment to safeguarding and promoting the welfare of children	Interview/Application form	Essential
Relevant degree or equivalent professional qualification in IT, networking or digital services	Interview/Application form	Essential
Previous experience of working in a school or college environment to support the school network	Application form	Desirable
Industry-recognised, current certifications aligned to role-based pathways, e.g.: - Microsoft 365 Certified / Azure Administrator / Endpoint Administrator (or equivalent) - Cyber security accreditation (e.g. Cyber Essentials / equivalent)	Interview/Application form	Essential
Evidence of ongoing professional development to remain current with emerging technologies	Interview/Application form	Essential
Able to demonstrate strong, up-to-date expertise aligned with DfE Digital & Technology Standards, including: - Network Infrastructure - LAN/WAN, switching, wireless networking, structured cabling (DfE network standards) - Cloud & Hybrid Systems - Microsoft 365 / cloud identity / device management / hybrid environments - Cyber Security - Secure configuration, identity and access management, endpoint security, incident response - Filtering & Monitoring - Safeguarding systems in line with KCSIE and DfE filtering and monitoring standards - Systems & Devices	Interview/Application form	Essential

○ Servers (where applicable), storage, laptops, desktops, mobile devices • Data Protection ○ GDPR compliance, secure handling of data, backup and recovery solutions • Disaster Recovery & Business Continuity ○ Implementation and testing of resilient systems		
• Ability to lead and implement a whole-school digital strategy aligned with DfE standards • Experience advising senior leaders and governors on: ○ Technology investment ○ Risk management (cyber, safeguarding, compliance)	Interview/Application form	Desirable
• Ability to develop and maintain: ○ ICT policies (acceptable use, security, data protection) ○ Asset registers and lifecycle plans	Interview/Application form	Essential
• Ability to Manage: ○ ICT budget and procurement (value for money, compliance) ○ External suppliers and contracts • Maintain accurate records including: ○ Asset registers ○ Licensing ○ Audit and compliance documentation	Interview/Application form	Essential
• Ability to Ensure all systems support safeguarding, including: ○ Filtering and monitoring systems ○ Secure access controls and user management • Work in line with: ○ KCSIE / GDPR / data protection legislation • Provide technical support for safeguarding investigations where required	Interview/Application form	Essential
• Experience of: ○ Line management and staff development ○ Supporting and training staff in effective use of technology	Interview/Application form	Desirable
• Excellent interpersonal skills: ○ Able to communicate complex technical concepts clearly to non-specialists	Interview/Application form	Essential

Commitment to customer-focused service across staff and students	Interview/Application form	Essential
- Strong organisational skills and ability to prioritise workloads - Attention to detail and accurate record keeping - Flexible and proactive approach to problem-solving - Able to work independently and as part of a team - Resilient and able to respond to competing demands in a busy school environment	Interview/Application form	Essential
Ability to undertake manual handling tasks such as lifting and installing equipment		
High standards of personal presentation and appearance	Interview	Essential
Good timekeeping	Interview/Application form	Essential
The ability to promote, monitor and ensure safe working practices for self and others	Interview/Application form	Essential

ORGANISATIONAL COMPETENCIES

Valuing Diversity

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.

Caring for Customers

To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting.

Developing Yourself and Supporting Others

To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.

Health and Safety

To operate safely within the workplace with regard to Health and Safety legislation.

Confidentiality

An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information.

Energy Efficiency

To promote energy efficiency throughout the workplace and within own area of activity

Date Job Description Prepared/Updated
Job Description Prepared By

28 June 2026
A McDonnell C Roberts