

Job Description for School Network Manager: HLT Central Team

Job Title:	School Network Manager
Contract Information:	Permanent. 36.25 hours per week All Year Round. Hours: 8.00am – 3.45pm, Monday - Friday (lunch 30 minutes).
Responsible to:	Trust Head of ICT
Responsible for:	IT Technician Staff
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC SO1-SO2 Scale, Salary Range Scale Points 24-28 (£36,581 - £40,444 per annum) (Starting scale point is dependent on experience)
Other:	26 days annual leave plus bank holidays 5 extra days for staff with over 5 years of continuous local government service

Hollingworth Learning Trust Background & Vision:

Our trust exists to support school improvement and share innovation across our academies in order to raise standards, improve provision and unlock potential. The purpose of each academy is to improve the life chances of each child regardless of ability, gender, social background, or ethnic origin.

Each academy in our trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

All staff employed in our Trust are required to uphold the ethos of People First, Academies Second, Trust Third and should be able to demonstrate our values, which is that they are; Ambitious, Positive, Resilient, Reflective and Principled.



AMBITIOUS



POSITIVE



RESILIENT

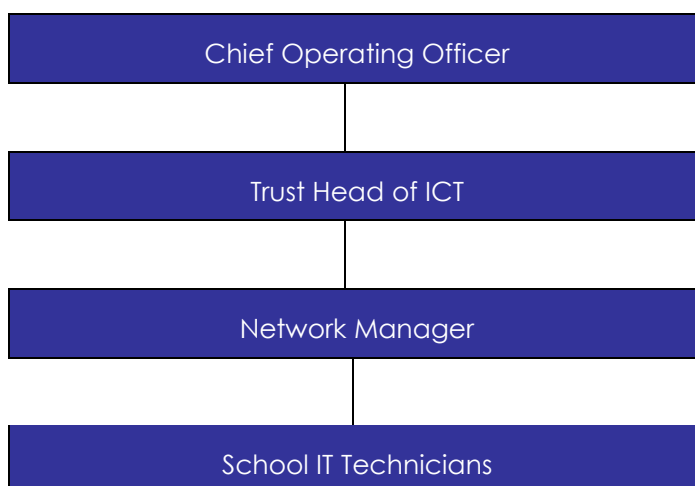


REFLECTIVE



PRINCIPLED

Organisational Chart:



Purpose of the Job:

To lead, maintain and develop the school's ICT infrastructure for safe, effective use by pupils, staff and stakeholders.

Control of Resources:

Personnel:	To ensure all employees have been trained in key areas of their job to meet the requirements of the Academy.
Financial:	To follow the Academy financial procedures on all procurement matters.
Equipment and Materials:	Ensure the correct use and storage of any equipment.
Health/Safety/Welfare:	The postholder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.
Relationships:	Internal To ensure that contact and communication with staff and pupils is conducted in a professional manner. External To ensure that the client and customers are communicated to equitably and in line with the services customer care policy.
Responsibilities:	The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

Main Duties:

- To lead and manage the Hollingworth Academy IT Services team.



- In liaison with the Trust Head of ICT, strategically develop the ICT systems for the Academy to further enhance safety, teaching & learning and business continuity for all users.
- To respond to helpdesk incidents reported and promptly investigate, diagnose and resolve software, hardware and network problems.
- To support Primary schools under the Trust ICT SLA.
- To escalate incidents to the Trust ICT for investigation and resolution where necessary.
- To install, maintain, upgrade/repair a wide range of hardware and peripherals.
- To configure software for installation, updates/applying patches and testing.
- To install and maintain standard network cabling; perform basic diagnostic and recovery routines on network equipment; configure network clients with appropriate server information and software.
- To maintain a comprehensive asset register of all hardware, peripherals and software.
- To be a member of the Support Staff Leadership Team (SSLT).

Management of Information Communication Technology:

- Carry out ICT audits/health checks and self-evaluation activities to identify areas of concerns.
- Identify, plan and cost ICT developments and upgrades in line with the school's ICT infrastructure.
- Management of the school's curriculum and administration network and infrastructure.
- Responsibility for back-up systems and disaster contingencies being carried out as they affect the administration and curriculum networks.
- Ensure GDPR regulations are adhered too and underpin all ICT operations.
- Ensure appropriate Firewall protection is in place for all stakeholders and liaise with the Designated Safeguarding Lead on the Academy PREVENT strategies.

Communications:

- Conduct individual and group training (for staff, pupils, parents, community groups) on the use of ICT resources.
- Negotiate with suppliers and external contractors.
- Communicate information both within the school and to a wider audience (e.g. staff meetings, leadership team meetings, governors meetings, parents meeting/workshops, training sessions).

Technical Support and Maintenance:

- Manage the day-to-day maintenance of the school's computer systems, including: networks, firewall, system integrity and security, internet filters, anti-virus management, online SAAS and PAAS services, printers, interactive screens, server infrastructure, backups, print management and service support.
- Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas.
- Manage the installation of all new computer hardware including wireless, ethernet, fibre optic and external projects and change orders, as required.
- Provide appropriate technical support to curriculum and administration networks.
- Provide technical support and guidance to staff to understand programs, problem solve and generally support them in using software/hardware correctly in the classroom.
- Maintain computers around the school, troubleshooting and organising repairs as required.



- Maintain classroom resources according to the school's policy.
- Maintain the school's computer inventory, insurance list and computer audit.
- Arrange annual inspection and safety testing of computer equipment (in line with the school's existing inspection arrangements).

Personal ICT Development:

- Attend relevant courses and meetings.
- Actively seek to broaden knowledge and skills relevant to responsibilities.
- Read online and published materials about the educational use of ICT.
- Keep abreast of ICT developments.

General Responsibilities for all staff:

- The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.
- The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.
- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To contribute to the Trust ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Information for all applicants / postholders:

Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.



We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Secondary Duties:

Signed	Postholder	Date
Signed	Line Manager	Date

