applemore
C O L L E G E

'Ambitious for All'

Job Description
School Network Manager

Salary:	**Grade F**
Hours:	**Full Time**
Starting:	**April**
Contract:	**Permanent**
Responsible to:	**Assistant Headteacher**

Following our recent "Good" Ofsted (Oct 2024), we are looking to recruit a dedicated and proactive School Network Manager. This is a pivotal role, ensuring the smooth operation and continuous improvement of the school's IT infrastructure. If you're a skilled IT professional with a passion for technology and a commitment to education, we'd love to hear from you.

Principal Accountabilities

- Manage and maintain the school's network infrastructure, ensuring optimal performance and security.
- Provide technical support to staff and students, resolving IT issues promptly.
- Lead the development and implementation of IT policies and procedures.
- Oversee hardware and software upgrades, ensuring systems are up to date and meet the school's needs.
- Manage relationships with third-party IT service providers and suppliers.
- Deliver training and support to staff, promoting effective use of technology in education.
- Ensure the IT equipment runs effectively within the school for all students and staff.
- Introduce and roll out of the use of the schools MIS System (a knowledge of Sims or Sims Next Gen would be advantageous as well as Google classroom and Senso, including running staff training.
- Ensure robust knowledge with IT security protocols, including firewalls and antivirus software.
- Operate in accordance with the school's policies and procedures, ensuring compliance with safeguarding and Health and Safety policies and training.
- Manage and maintain a budget to replace consumables & small items.
- Liaise with the school bursar regarding a rolling replacement of computers, laptops and other larger IT equipment.
- Line Management of IT and Media Technician.

Professional Standards

- To support the aims, values and ethos of the school as defined through school policies and the school improvement plan.
- Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

Other Responsibilities

- To support the school in achieving its vision.
- To ensure effective communication with all staff, students, parents and carers.
- To undertake any reasonable supervisory duties as required.
- To undertake all training as required.
- To treat other staff with respect and remain professionally generous and positive at all times.