



SANDBACH SCHOOL
OPPORTUNITY, ACHIEVEMENT, EXCELLENCE



Application Pack for the post of
ICT Strategic Network Manager
Full Time, Permanent

Job Details – ICT Strategic Network Manager

Responsible for ensuring the schools ICT network functions efficiently and effectively to meet the needs of the school and its users and promote effective teaching and learning throughout the school by the efficient and effective deployment of ICT resources. Contribute to whole school ICT development to ensure the school is achieving its needs. Organise and supervise the efficient work of the ICT support team.

Job Description

Responsible to: Director of Finance & Resources
Hours: 37 Hours per week, Full time
Salary: £25,154 - £32,876 (Subject to qualifications and experience)

Job Description

1. Develop medium and long term coordinated planning based on the School's educational objectives to keep the school up to date with developments in ICT.
2. Plan for major developments of the ICT service and project manage their implementation.
3. In conjunction with the nominated member of SLT, develop ICT strategically within the school to achieve a safe and efficient ICT environment for staff and students.
4. Advise the Senior Leadership Team on emerging technologies as appropriate.
5. Support the full range of financial planning for ICT, through the identification, planning and costing of all future developments and upgrades to achieve best value for the school.
6. Monitor and review the types and amounts of system use.
7. Attend relevant meetings where the ICT service is discussed and input is required.

Resource Management

1. Set support priorities, balancing response to support requests with the need to follow planned monitoring and maintenance, in the context of staff availability and wider ICT service demands.
2. Manage the relevant IT budgets and achieve best value for the School's ICT expenditure.
3. Line manage the School's ICT Support Staff. Carry out annual performance reviews for team members and negotiate specific personal development goals. Advising the SLT on any specific training needs.
4. Support the school in ordering, stocking and replenishing ICT consumables.
5. Ensure that legal and contractual obligations relating to ICT resources, software licensing, systems and services are met.
6. Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all operational areas.
7. Liaise with external engineers and manage external contracts as appropriate.
8. Development and maintenance of technical systems
9. Ensure all school ICT systems are fully operational at all times.
10. Advise the Senior Leadership Team on the implementation of ICT policies and procedures.
11. Design, implement, monitor and review school procedures for managing and recording installations and configuration changes.
12. Design, implement and manage the network infrastructure to meet the school's requirements.
13. Manage active network components including switches and routers; install additional servers,
14. Keep the network operating system up to date and oversee the maintenance of network workstations.
15. Provide second level in-school support for more complex requests; perform advanced troubleshooting on PCs, peripherals and applications. Advise on compatibility of hardware, applications and operating systems, according to user requirements.
16. Manage the schools Management Information Systems, primarily Bromcom and any other related school systems.
17. Oversee school printing solutions.
18. Ensure all current and planned web-based technologies remain fully operational.
19. Design and implement the School's security and back-up systems (Veam) and plan disaster and data recovery contingencies to enable an efficient return of service after any unforeseen system outages.
20. Design, implement and maintain the schools Anti-Virus system and firewall.

21. Manage Microsoft technologies such as Active Directory, WSUS, WDS, 365 and any other relevant network services.
22. School VPN network
23. School CCTV network
24. Biostore Cashless Catering system
25. Access control system for gates and doors
26. School VOIP telephone system
27. Switch management
28. Management of Impero
29. Manage Internet access filtering, email filtering and related monitoring systems.
30. To be responsible for maintaining the School's computer inventory (fixed asset register)
31. To offer a safeguarding system and assist in reviewing the use of ICT and escalating any misuse to Senior Leadership Group immediately
32. Assist in ensuring compliance with copyright and other licensing requirements

Media

1. Manage and keep updated the school website.
2. Manage the school Twitter, Facebook, LinkedIn and other social media accounts.
3. Assist in the production of a variety of media including the filming of events and production of videos and other materials.

Developing the expertise of others in emerging technologies

1. Conduct training on appropriate use of ICT resources; document systems and procedures.
2. Support staff with ICT related problems.
3. Produce and analyse reports on support requests for management purposes; advise the Senior Leadership Team on possible training activities based on support log analysis.
4. To undertake available training opportunities and demonstrate a commitment to continuous development.
5. Hold training sessions for both IT Support staff and end users on school technologies based on the requirements of the school.

Broader Responsibilities

1. To support the safeguarding of students and staff.
2. To lead by example.
3. To comply with the school's Dress code, Health and Safety Policy and to undertake risk assessments as appropriate.
4. To undertake other duties as directed by the line manager or Headteacher.

Other

1. As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.
2. You will also be required to carry out any other duties which may reasonably be required of you.

Person Specification

Network, Systems & Media Manager	Essential	Desirable	How assessed A(application) I (Interview)
Education			
5 GCSE's including Science, Maths and English	✓		A
A Levels or equivalent	✓		A
Relevant Graduate Degree		✓	A
Other Relevant Qualifications – ITIL, MSCE, CCNA		✓	A
Experience			
Experience of working within the Education sector		✓	A
Working with children		✓	A/I
Experience of working within a fast paced and demanding environment	✓		A/I
Budget Planning and Management	✓		A
Project Management Skills	✓		A
Knowledge/Skills			
Proficient in all Microsoft Server, Client and Office software	✓		A
Knowledge of Networking Technologies	✓		A
Ability to provide training to individual and groups of staff and students	✓		A/I
Ability to work on own initiative	✓		A/I
Ability to prioritise and organise own time	✓		A/I
Behavioural Attributes			
Willingness to learn	✓		A/I
Co-operative spirit / Can do attitude	✓		A/I
Problem solving approach	✓		A/I
Calmness under pressure	✓		A/I
Responsible & conscientious approach to Health & Safety	✓		A/I
Polite & Professional Approach	✓		A/I
Ability to establish and maintain appropriate relationships with young people	✓		A/I
Approachable to staff	✓		A/I

How to Apply

Please download and complete the application form from our website and e-mail your completed application to ynichols@sandbachschool.org. In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please note that CVs will not be accepted).

Closing date for application is: 18th June 2021

