HAZELWOOD INTEGRATED COLLEGE

JOB DESCRIPTION

Post:	**NETWORK MANAGER**
Reporting to:	Curriculum Operations Manager
Hours:	Monday to Thursday: 8:00 am to 4:00 pm and Friday: 8:00 am to 2:30 pm with 30-minute lunch each day (36 hours per week)
Salary:	Full-time on a Term-time pro rata basis JNC Point 23 (£33,366) – Point 26 (£36,124)
Post Available:	June 2025 (negotiable)
Interview Date:	**Friday, 2nd May 2025**

MAIN DUTIES OF THE POST ARE:

ICT Equipment

- Maintain the schools Fixed Asset Register for ICT equipment.
- Research and recommend new ICT equipment & accessories.
- Produce a 3-year ICT strategic plan.
- Manage all electronic devices utilised by staff and pupils, and other ICT equipment within school.
- Support and review of teaching ICT equipment such as data projectors, interactive whiteboards and panels.
- Manage, maintain and operate the audio-visual, sound and lighting systems in place within the school.
- Set-up internet and video conferencing solutions as required by staff across the school.
- Responsible for member server back-ups and maintenance.

C2K Manager

- Act as the key liaison with C2K to manage the schools ICT network. Duties include (but are not limited to):
- Troubleshoot and resolve any system issues reported, providing support to pupils and staff.
- Complete the required set up information for staff.
- Liaise with C2K on system updates ensuring regular communication to staff on requirements, troubleshooting and resolving any issues and managing any network related tasks.
- Support users with workstation/portable device/server issues.
- Participate in Capita or C2K training as and when required and liaising with C2K on new projects such as EDIS/ Bromcom.

System Management & Support

- Manage and maintain the printers and photocopiers deployed across the school and associated systems.

- Monitor photocopying & printing across the school and devise cost effective solutions with regards to the usage of such equipment.
- Responsible for SIMS/ Bromcom and associated parent contact applications.
- Maintain and support the biometric access control systems across the school
- Manage the school website
- Manage links with third party providers e.g. Infineer, North Time Data

ICT Technician
- Development, maintenance, and operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- Maintenance of an inventory/records of departmental resources.
- Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.
- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Undertake bulk photocopying as required.

Whole School Duties
- Represent the school as appropriate at external meetings, conferences etc as directed by the Principal.
- Assist with the ongoing maintenance and operation of CCTV operations, the school telephone system and the school canteen payment system.
- Organise staff ICT training.
- Promote positive and safe use of ICT across the school community, to include regular review of ICT / E-safety policies.
- Provide technical & administrative support for internal & external examinations.

General
- Be aware of and comply with safeguarding, child protection and confidentiality responsibilities as outlined in the staff Code of Conduct and related policies & procedures.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Undertake other such duties and responsibilities reasonably consistent with the role of a Network Manager

This job may be altered from time to time in line with the developing needs of the College.
Criteria for this post may be enhanced to facilitate shortlisting.

THE INTERVIEW PROCESS

Stage 1:	Application Form – If shortlisted, applicants will progress to Stage 2.

Stage 2:	Interview. It is anticipated that interviews will take place on Wednesday, 2nd April 2025

*Please note that correspondence regarding all matters related to this post will be made via email.

Job Specification

Post: Network Manager

		ESSENTIAL CRITERIA
1	EDUCATION AND QUALIFICATIONS	a) Hold a recognised computer or network qualification at NVQ Level 4 or equivalent or equivalent experience. b) Minimum of 5 GCSEs (grades A*-C) or equivalent, including English and Mathematics.
2	RELEVANT EXPERIENCE	*Demonstrate using examples from your own practice* a) Experience in network management. b) Experience in installing and configuring computer hardware and software and managing projects. c) Experience of application of Data Protection requirements.
3	KNOWLEDGE AND SKILLS	*Demonstrate using examples from your own practice* a) Knowledge of computer systems/networks and a range of software applications. b) Ability to work independently and as part of a team. c) Excellent organisational skills with attention to detail and accurate record keeping.

		DESIRABLE CRITERIA
1	EDUCATION AND QUALIFICATIONS	a) Hold a degree level qualification in a relevant discipline.
2	EXPERIENCE IN GIVEN AREA	*Demonstrate using examples from your own practice* a) Understanding of health, safety and welfare regulations and best practice affecting ICT. b) Previous experience of working in an educational setting.

*Please note that criteria may need to be enhanced to facilitate the shortlisting process.

*Hazelwood Integrated College has the right to rescind this appointment before start date.