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)

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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.

*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.