



**BARLEY LANE PRIMARY SCHOOL**  
**JOB DESCRIPTION**  
**NETWORK AND SERVERS MANAGER**

**Name:** \_\_\_\_\_

**Grade:** LBR 06 **Hours:** 36.00

**Responsible to:** Headteacher and School Business Manager

**Job Summary:** To provide specialist support in IT across the school, including preparation and maintenance of IT resources and support to staff and pupils. To manage the school's network and to ensure a high standard of IT learning facilities are available at all times.

**DUTIES**

**Network/Server Systems Infrastructure and Maintenance**

1. To manage the schools Network, servers and infrastructure to provide an IT technical support and advice service to administrative and curriculum areas as required across the school.
2. To monitor and manage the performance all servers (both onsite and offsite), manage all resources and perform advanced diagnosis and resolution to filtering systems to all servers, network infrastructure ( routers, switches and wireless network), software and hardware faults
3. Responsibility of all areas of IT security and compliance within the curriculum and administrative network. Ensuring all security and critical updates are applied regularly
4. Be responsible for creating/maintaining pupil and staff network, email and Office 365 and Lgfl use accounts. Ensuring that the correct network permissions are in place for users.
5. Develop hardware, software and the network solutions throughout the school, to meet curriculum and administrative needs.
6. Responsible for regular maintenance programme and resolving failures in hardware and software, checking for quality/safety and ensuring appropriate "housekeeping" tasks are implemented e.g.
  - Resolve problems associated with operating systems, networks, software, hardware, printers etc. around the school
  - Manage school helpdesk and asset monitoring system Record support requests, outcomes and time taken in the support log
  - Ensure that a supply of consumable items such as printer cartridges and toners are maintained and reordered as required
  - Manage all fires and routers and ensure virus protection is kept up to date
  - Ensure projectors, interactive screens are pro-actively maintained and firmware updated.
  - Maintain the hardware inventory with new and updated equipment in accordance with audit requirements

- Maintain the school ipads, installing apps etc.
- Managing school Management Information System.

7. Responsible for IT hardware auditing/inventory and the logging/organising of software licenses and ensuring that all IT equipment is security tagged.
8. To oversee all aspects of the school's network provision to staff and students.
9. Responsible for the backup systems (both onsite and offsite) and disaster recovery protocols.
10. To work within the frames of Data Protection Act and be responsible for storing and securing highly sensitive data on the curriculum and administrative network.

### **Supervision and Management**

11. To identify, lead, manage and support the development of new IT systems, networks, equipment and applications for the school to ensure the curricular and management needs of the school will continually be met.
12. To advise with strategic business and financial planning to ensure that the IT service meets the School's strategic vision and needs, including management and accountability for the IT budget.
13. Manage the school's stock of IT consumables (printer toner, writable CDs etc.)
14. Management of IT developments throughout the school, manage servers both onsite and offsite, Ensure Active directory and cloud office 365 are regularly monitored.
15. Identifying, planning, ordering and costing all future developments and upgrades to the schools IT infrastructure.
16. To lead the management and securement of IT hardware and software supplier relations.
17. To be the main point of contact within the school for external IT service companies and overseeing agreed work which is to be carried out.
18. To be responsible for procurement of quotes from interested companies when a new phase of network development is proposed.
19. Develop, implement and monitor the schools practices for data protection, internet use, e-mail, security and IT resource management.
20. To manage and maintain schools CCTV system.

### **Pupil/Teacher/Curriculum Support**

21. Use specialist skills, training and experience to support children independently and under the teacher's directions.
22. Provide support and guidance to pupils and staff in the use of IT
23. Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials.
24. Contribute to planning, development and organisation of systems/procedures/policies in relation to IT.
25. Promote and ensure the health and safety and good behaviour of pupils at all times.
26. Be aware of, support difference, and ensure pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity.
27. Assist teachers with Planning IT learning activities.
28. To be fully versed in the latest IT developments in education and to advice upon their suitability.
29. Train staff on a wide range of software and hardware used within the school.

### **General Requirements**

30. To lead on the development, management, support and maintenance of the school website.
31. Ensure the preparation and maintenance of documentation, manuals and user notes.
32. Produce audits and reports on IT use and costs to demonstrate best value in provision of products and services.
33. Be responsible for maintaining records, information and data, producing analysis and report as required.
34. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
35. Take part in the school's performance management system.
36. Create and maintain a purposeful, orderly and productive working environment.
37. Strong commitment to furthering equalities in both service delivery and employment practice.
38. Attend and participate in relevant meetings (inset), training and other staff learning activities.
39. Setting up and packing away IT required equipment for assembly, and other events.

## Other Responsibilities

- 41 To be responsible for developing own subject knowledge.
- 42 Promote the school vision and aims and objectives as outlined in the School Development Plan.
- 43 Comply with all the school policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- 44 Be aware of, support difference, and ensure equal opportunities for all.
- 45 To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with.
- 46 Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
- 47 Attend relevant school meetings, as well as any other meetings associated with this role.
- 48 The above duties are neither exclusive nor exhaustive and an IT technician may be required by the Headteacher to carry out other appropriate duties within the grading level of the post

*Revised July 2019*

**Staff Signature:**

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**Print Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Signed by Headteacher:**

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**Print Name:**

\_\_\_\_\_

**Date:**

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## BARLEY LANE PRIMARY SCHOOL

### PERSON SPECIFICATION

### NETWORK AND SERVERS MANAGER

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level		✓
Hold a recognised computer or network management qualification at NVQ level 3 or 4 or equivalent experience	✓	
Evidence of further training in various IT areas	✓	
<b>Experience</b>		
Considerable experience in network and server management	✓	
Experience of installing and configuring both servers and computer hardware and software and managing IT projects	✓	
Experience of resolving network issues and understanding networking protocols and technologies, including firewalling, routing and other IP based devices	✓	
Experience of managing MLE	✓	
Experience of managing, Management Information Systems		✓
<b>Professional Knowledge and Understanding</b>		
Substantial knowledge of educational IT systems	✓	
Knowledge of current IT educational developments and resources available	✓	
In-depth knowledge of computer systems/networks.	✓	
Knowledge of Wireless networking technologies	✓	
In-depth knowledge of Servers Windows 2012/16/19, assure Active Directory, and Office 365 cloud, setup.	✓	
Experience of managing CCTV systems	✓	
Knowledge of a range of educational software applications.		✓
Knowledge and understanding of the LGfL support site and online management engine		✓
Knowledge of classroom management software Impero		✓
Knowledge and understanding of E-Safety protocols and policies	✓	

Understanding of health, safety and welfare regulations and best practice affecting IT	✓	
Understanding of Data Protection regulations and GDPR	✓	
<b>Professional Skills and Abilities</b>		
Ability to have a systematic approach to fault finding and problem solving	✓	
Strong and accurate record keeping skills to ensure competent licence management and ability to maintain an IT audit	✓	
Ability to communicate and explain computer systems and procedures to adults and pupils	✓	
Excellent literacy and numeracy skills	✓	
Ability to work constructively as part of the wider school team	✓	
Ability to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities	✓	
Ability to respond to swift changes in technology and to learn and apply new solutions	✓	
<b>Personal Qualities</b>		
To relish challenge and perform efficiently in a key role	✓	
Must have good communication skills both orally and in writing	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Willingness to, and ability to, run staff training sessions during a school INSET as and when required	✓	
Ability to speak to children in a caring and appropriate manner	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
To be reliable and dependable for delivering on time	✓	
To be flexible, highly organised and able to multi-task	✓	
To be helpful, approachable and have a positive nature and ability to stay calm and diplomatic under pressure	✓	
Ability to exercise sound judgement, especially relating to confidentiality and discretion	✓	