

OMEGA MULTI-ACADEMY TRUST

Network Manager

JOB DESCRIPTION & PERSON SPECIFICATION



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NETWORK MANAGER JOB DESCRIPTION

- Hours:** Full time (37 hours per week), full year with 25 days' holiday per annum, plus bank holidays.
(Hours are flexible due to requirement to work early morning and evenings outside of normal school hours)
- Proposed Salary:** Grade 7, points 23-27, £27,741 - £31,346 per annum
(Actual salary is dependent on skills & experience)
- Closing Date:** 9am Wednesday 30th June 2021 *(Applications will be considered as and when they are received, and interviews will be taking place throughout the recruitment period. Therefore, early applications are advised and the post may close prior to the advertised closing date if there is a successful appointment.)*
- Application method:** Email a current CV and covering letter or complete an application form found at omegamat.co.uk/recruitment to recruitment@omegamat.co.uk

This is an exciting opportunity to join a developing Multi-Academy Trust currently of six schools serving its local community. The role will evolve with the trust, which is in its infancy, having been established in January 2018. Working as part of the Central services IT team the role will be primarily based at Alsop High School in Liverpool with frequency at the trust head office in Warrington, but there may be requirements to work across any of the trust sites in Warrington, if necessary. The purpose of the role is to provide a proactive and reactive service within Omega Multi-Academy Trust, to ensure that the day to day ICT activities and provision are maintained effectively and efficiently and to assist in the provision of specialist ICT support services for students, staff and the curriculum.

REPORTS TO: Trust ICT Managers

RESPONSIBLE FOR: Managing casual and ICT Technicians at Alsop High School

WORKING RELATIONSHIPS: ICT Management
CEO, Headteachers, teachers and administrative staff
Relevant external support providers

JOB PURPOSE

To support the ICT management team in developing, supporting, maintaining and monitoring the Omega Multi-Academy Trust ICT infrastructure across all 6 sites. Ensuring the highest possible standards of access and curriculum delivery for staff, students and the wider school community and that the day to day ICT activities and provision are maintained effectively and efficiently.

KEY RESPONSIBILITIES

- Use of specialist ICT skills, training and experience to support staff and student to fully utilise the working and learning environment.
- Managing performance and workload of ICT Technicians based at Alsop High School.
- Attend site visits to all the schools within the trust to complete works logged and agreed by ICT management.
- Provide solutions for hardware problems and day to day maintenance issues.
- Install computer hardware and software as required; ensuring that equipment and programmes are up and running for immediate use by the user wherever possible.
- Manage the ICT helpdesk at Alsop High School, escalating and assigning jobs as needed and manage other school helpdesks, if required.
- Prepare the use of specialist equipment, resources and materials as required by staff, curriculum, lesson plans and administration including the installation and maintenance of new software packages and applications.

- Work with a degree of autonomy to report to and update ICT Management and Senior Leadership teams within Alsop High School, in regard to the current IT position of the site.
- Provide meaningful feedback on ICT team members, where necessary to ICT Management.
- Maintain records as requested including the stock and inventory control of ICT equipment.
- Assist with any necessary maintenance and expansion of the school networks.
- Manage records, information and data, produce analysis and reports including sourcing quotations and estimates for ICT equipment and services to ensure the trust complies with financial regulations regarding 'Best Value'.
- Maintain the quality and safety of specialist ICT equipment.
- Create and maintain a purposeful, orderly and productive working environment with up to date, workable ICT machines which facilitate teaching and learning within the trust schools.
- Awareness and compliance with policies and procedures relating to ICT, child protection, health and safety, security, data protection and confidentiality, reporting all concerns to an appropriate person.
- To support ICT Management with external projects.
- Diagnosing, analysing and fact finding all aspects of the network at Alsop High School.
- Contribute to the overall ethos and aims of the trust.
- Appreciate and support the role of other professionals.
- Undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PROFESSIONAL DEVELOPMENT

- Undertake appropriate and regular authorised training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation/guidance for Multi-Academy Trusts.
- Provide training to ICT team members, when necessary.

GENERAL

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and Promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal health and safety.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the trust's ethos and values, promoting the safety, happiness and well-being of staff and students of its academies, working with mutual respect and in a positive, supportive manner, to provide a welcoming environment to all who may visit or contact the trust.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees will be expected to comply with any reasonable request from their direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to participate fully in the staff appraisal review process, to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role.

PERSON SPECIFICATION: NETWORK MANAGER

	Essential	Desirable
QUALIFICATIONS/TRAINING		
ICT training at Level 3 or equivalent	✓	
GCSE grade C in Maths, English and Science	✓	

EXPERIENCE AND SKILLS		
Relevant and up to date experience of ICT networks	✓	
Advanced use of ICT equipment	✓	
In depth knowledge of Microsoft Office applications	✓	
Knowledge of relevant policies/codes of practice and awareness of legislation within education and GDPR	✓	
Experience of working with computer hardware including PCs, printers, projectors, whiteboards and networks.	✓	
High level experience of working with Windows Server 2016-19, Win 10, Microsoft AD, IIS, DHCP, DNS, WSUS, GPO, TCP/IP, VLANs, Office 2016/365, Hyper-V and SCCM	✓	
A knowledge of PaperCut, Telephony Voip, VEEAM, and Impero	✓	
Knowledge of School Information Systems eg: Sims		✓
Knowledge of patching, structured cabling and Linux	✓	
Managing and training staff	✓	

COMPETENCIES		
Willingness to participate in relevant training and development opportunities	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
To work with initiative in managing workloads and leading team members	✓	
Good interpersonal skills demonstrated by friendly, outgoing manner	✓	
Good organisational skills	✓	

An ability to work on own initiative	✓	
An ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Excellent communications skills to relate to students and to staff at all levels and an empathy with those who are not ICT experts and may be working under pressure	✓	

SPECIAL REQUIREMENTS		
Ability to work at times convenient to the trust including early mornings and evenings, as and when required.	✓	
Ability to travel to schools within the trust.	✓	
Availability to be contacted at mutually agreed times		✓
GENERAL REQUIREMENTS		
Commitment to the trust's ethos and values	✓	
Commitment to providing a responsive and supportive service	✓	
Proactive in acquiring and understanding changes to technology and guidance, including training as required to benefit the role	✓	