



KEPIER JOB DESCRIPTION

Job Title: Network Manager

Salary Scale: NJC **Point Range:** 25-28 (£23,111 - £25,463)

Permanent Contract **Starting:** ASAP

Contractual hours: 37 **Weeks per year:** 52

Hours to be worked: 8.00 am – 4.00pm Monday to Thursday
8.00 am – 3.30pm Friday
(The above hours are the core working hours – some flexibility and additional working may be required to carry out the duties of this role)

Responsible to: ICT & E-Learning Manager

Job Purpose: To support the ICT & E-Learning Manager, in delivering and maintaining all ICT/E-Learning facilities within the school. Liaising with all staff and learners in using ICT/E-Learning facilities within the school.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Principal Duties:

1. Management and administration of all ICT& E-Learning facilities (via monitoring where appropriate) throughout the school.
2. Management and administration of network backup strategy.
3. Management and administration of network systems including Active Directory to include Group Policies, User Management, SCCM, DHCP and DNS.
4. Management and administration of school systems including SIMS, Google for Education and Smoothwall.
5. Management and administration of software licences across the school, to ensure that the school is correctly licenced at all times.
6. Work under the direction of the ICT & E-Learning Manager and where necessary deputise.
7. Offer advice and support to staff and learners.
8. Maintain an up to date asset register for all ICT equipment.
9. Maintenance of ICT hardware and software in the school.
10. To maintain knowledge and understanding of emerging technology trends and developments in those specialisms relating to specific areas of responsibility.

11. To be a point of contact to offer advice on hardware and software purchases.
12. To undertake First Aid Training (First Aid at Work) and carry out that role, if required.
13. To undertake Fire Warden training and carry out that role, if required.
14. Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that are not specified in this job description.

Responsible to: ICT & E-Learning Manager

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

The post holder would be expected to become a First aider and also a Fire Warden. Full training will be given.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....

Signed (Principal)..... **Date**.....