

Job Description

Name of Post Holder:	
Post Title	Network Manager
Reporting to:	MET Director of IT
Post Purpose:	Working with the Director of IT the post holder will be responsible for the management, installation, maintenance, availability and security of (network, hardware and software systems) for the Colleges who form the Morris Education Trust.
Working time:	52 weeks - 37 hours per week
Salary:	Scale SO1 Point 23-25
Location:	To work across the different sites of the Trust
Disclosure Level:	Full DBS

1. Operational / Strategic Planning

- Work with the Director of ICT to advise on future ICT developments and purchases and provide input on future strategy with emphasis on looking at identifying opportunities for improvement in the delivery of ICT services.
- Work with the Director of IT in the development and operation of efficient business and management systems using ICT.
- Assist in the implementation, management and development of Virtual Learning Environment.
- Assist in the development, implementation and monitoring of the College's practices for data protection, internet use, e-mail, security and ICT resource management.

2. Operational Implementation

- Jointly manage the Trust's network infrastructure, servers and work stations and ensure that staff and students have appropriate access to ICT facilities and services in line with College strategy.
- Ensure system documentation is up to date and compliant with College ICT strategy.
- Manage non-strategic purchasing and projects and ensure contractors work quality/standards and deadlines are met and within budget.
- Ensure that the network is operational during access hours and appropriate back-up safety and security protocols are implemented.
- Provide support, guidance and training to students and staff in the use of ICT and assist in the management of the "helpdesk" facilities.
- Jointly manage the ICT maintenance and ICT printing budgets and ensure adequate supplies of stock, e.g. toner stock
- Responsible for management of regular maintenance programmes and resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented.
- Comply, assist and develop policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns as appropriate.

3. Staffing/Supervisory Responsibility

- Assist with the management of the ICT Technician (s) / ICT Apprentices

4. Quality Assurance

- Produce audits and reports on ICT use and cost and demonstrate best value in provision of products and services.
- Ensure that where complaints are received, they are acknowledged within 24 hours and solutions put in place to resolve the issue as soon as possible.

5. Communications & Liaison

- To establish and control effective communication with all Senior Management, Faculties, staff, students and stakeholders as necessary.
- Attend curriculum and management meetings as directed or necessary to ensure a full understanding of Trust/College requirements.

6. College Ethos

- To play a full part in the life of the Trust community, to support its distinctive mission and ethos
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- To participate in the Trust's appraisal scheme

7. Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Post Holder: **Date:**

Line Manager: **Date:**