



## **CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION**

### **NETWORK MANAGER**

**Responsible to: The Bursar and the Headmaster**

The Network Manager is responsible for the IT network, including but not limited to; the servers, cables, PCs, laptops, tablets, printers, photocopiers, comms cabinets, CCTV, mobile phones, the school phone system and the main school database and other software used by the school. They are responsible for the IT business continuity on site and for reporting any issues to the bursar as soon as reasonably possible.

#### **Responsibilities and duties**

- Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the School's ICT hardware, software and network infrastructure including (but not limited to):
  - Servers physical and virtual (curriculum, administration, print and intranet)
  - Internet access, cache, filter and router
  - Wired and wireless network devices
  - Network and data security
  - System performance of network infrastructure, DHCP, DNS, subnets
  - Management information system – WCBS PASS/3SYS
  - Workstations and mobile devices
  - Software installation and maintenance
  - Cabling to network devices
  - Networked printing devices
  - Interactive whiteboards and projectors
  - Maintain Email system
  - Maintain ClarionCall
  - Maintain My School Portal
  - Maintain anti-virus
  - Maintain school website
  - Maintain CCTV system
  - Maintain phone system (VOiP)
  - School Virtual Learning Environment (Google Apps)

- Play a key advisory role in the schools' compliances, such as GDPR.
- Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse, malfunction or disaster.
- Ensure the efficient running of all servers, computers and peripherals throughout the school.
- Resolve ICT problems reported by staff, referring to external support organisations where necessary and keeping staff informed of progress with solutions.
- Act as point of contact regarding all technical issues with manufactures, suppliers, ISP and external support organisations.
- Responsible for the pricing and procurement of ICT devices, software, repairs and contracts, including sourcing prices from suppliers and completing order forms as appropriate.
- Ensure that ICT equipment and workstations meet the requirements of health and safety legislation and are maintained in a secure, clean and safe manner.
- Liaise with site staff to coordinate any new electrical wiring, benching or physical installations.
- Maintain all necessary records and documentation including network maps and inventories and details of licences, warranties and equipment checks as necessary.
- Attend meetings and offer guidance on technical issues to staff.
- Support the Head of Computing with any IT requirements.
- Design and test report systems within the management information systems to enable higher efficiency and ease of use for users.
- To attend staff meetings, open days and training days.
- To establish effective working relationships with professional colleagues and associate staff, both teaching and non-teaching.
- To undertake a range of duties as would be expected of a network manager as determined by the Bursar and to carry out all reasonable requests from members of SMT.

### **Discipline, Health and Safety**

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

## **Professional Development**

- Participate in the school's Appraisal and Professional Development scheme as implemented by the Headmaster and School Governors.
- Attend all INSET days as requested by the Headmaster.
- Review work processes from time to time and continue to develop additional skills.
- Participate in arrangements for further training and professional development.

## **Professional Standard**

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

**This role is a regulated activity as defined by the disclosure and barring service.**