**Irlam and Cadishead College Salford Academy Trust**

**Principal: Mrs L Foley**

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| **Job Title:** Network Manager | |
| **Work Location**: Irlam and Cadishead College | **Salary**: Grade 3B Pt 29-32 |
| **Reports To:** Academy Trust ICT Director | |

**Hours of Work:**  36 hours per week; full time; all year round

**Main Purpose:**

* To support and improve the use of ICT in teaching and learning assisting in the development and management of an effective ICT network and provision for Irlam and Cadishead College
* To support the use of ICT in teaching and learning by ensuring the delivery of reliable ICT resources throughout the Academy.

**Key Responsibilities**

* Create and manage a system and structured approach to rolling out new hardware or software, including procurement, testing and assessing the needs of user training.
* Manage user accounts and ensure users have adequate and appropriate access rights to the school's data.
* Manage systems for backup, validation and restoration of systems and data.
* Develop and maintain a systems recovery and disaster management plan.
* Manage Academy printing systems.
* Contributing to resolving helpdesk requests.
* Improve use of new technologies to enhance teaching and learning
* Produce management reports for backups, network performance and network infrastructure
* Assist in planning and implementing changes to elements of the Salford Academy Trust ICT service as required.
* Visit and assist other Salford Academy Trust schools as required.

**General Duties**

* Support all staff and students in their ICT requirements
* Contribute to and improve the effective running of the ICT services department
* Perform any other ICT or non-ICT related tasks as required to ensure the efficient operation of the ICT services department

**Other**

* Contribute to the overall ethos/work/aims of the Academy
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting concerns as appropriate;
* Be aware of and support differences, ensuring that all students have equal access to opportunities to learn and develop;
* Assist with the supervision of students;
* Support the role of other professionals and attend relevant meetings as required;
* Accompany teaching staff and students on visits, trips and out-of-Academy activities
* Participate in regular training, professional development and performance management.

*This job description will be updated on a regular basis in consultation with the postholder. While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the Principal*

**Person Specification for Senior ICT Technician**

***The application form will be used to determine whether candidates adequately meet at least the essential criteria in order to be shortlisted for interview. The criteria will be assessed both during the application and interview process.***

**Qualifications:**

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured** |
| Professional IT related qualification |  | ✓ | App / Int |
|  |  |  |  |

**Knowledge/Skills/Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured** |
| Backup Technologies (Veeam, Microsoft DPM, Backup Exex) | ✓ |  | App |
| Virtualisation Technologies | ✓ |  | App |
| MS Windows Server 2008 \ 2012 | ✓ |  | App |
| Managing and controlling a Windows desktop environment | ✓ |  | App / Int |
| Excellent networking skills | ✓ |  | App / Int |
| Experience of managing Apple devices on a Windows network |  | ✓ | App / Int |
| Knowledge of FITS/ITIL |  | ✓ | App / Int |
| Significant experience of working within a challenging IT environment |  | ✓ | App / Int |
| Experience of working in a successful team in a support or IT project environment |  | ✓ | App / Int |

**Additional**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured** |
| Organisational ability – to organise and plan for oneself and for working with others | ✓ |  | App / Int |
| Confidentiality – ability to maintain confidentiality of information particularly in relation to personal and sensitive information | ✓ |  | App / Int |
| Communication skills – strong written and verbal communication skills including on telephone and face- to- face communication | ✓ |  | App / Int |
| Flexibility and creativity – ability to adopt a creative and flexible approach to work, especially in the use of time | ✓ |  | App / Int |
| Attention to detail – through, detailed approach to work, incorporating patience and versatility in responding to change | ✓ |  | App / Int |