Job Description

Job Title:	IT Network Manager	Department/Group:	IT
Level/Salary Range:	Grade G (SCP 23-27)	Reporting to:	Trust IT Manager
Contract term:	All Year round (with annual leave of 25 days (increasing to 28 days with continuous local authority/school/trust service) + 8 bank holidays	Hours per week:	37 hours

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision Statement

"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:
* *Offering a high quality, inclusive and distinctive education*
* *A caring and nurturing environment based on our Christian values*
* *Recognising the unique nature of each child.*

Main Objectives of Role:

* To develop and implement the TBFT IT strategy and service provision, managing all aspects of IT technical support in the school, including the work of IT technicians.
* To ensure the school IT systems, infrastructure and equipment are secure, safe, effective, reliable, resilient, and robust.
* The post-holder will play a key role in developing and maintaining IT systems to meet TBFT strategic objectives, delivering the latest industry standards of performance, quality, effectiveness, and accountability.
* The post holder will line manage the IT Technician/s.

Job Description:

We expect that you will:

* Work with the Trust IT lead, ensuring that school policies, objectives, and professional standards are observed, including health, safety, and child safeguarding.
* Implement Trust-wide policies and procedures for using IT within the school environment.
* To prioritise and rectify faults effectively and efficiently, ensuring the continuing availability and high performance of all IT and AV systems, equipment, and networks in the delivery of teaching and learning in classrooms.
* To support the Trust's enhancement and operation of the e-learning environment, including Microsoft 365.
* Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with TBFT policy. Monitoring of specific data subjects must be in line with GDPR procedures.
* Advise and assist Trust IT Manager in producing data and systems integrity policies and plans.
* Advise and assist Trust IT Manager in IT business continuity planning and control.
* Oversee the continued development of the school website and remote learning platforms.

Management Procedures

- Create and manage all network user accounts, ensuring correct access rights and audit as required.
- Create and manage all SIMS user accounts, including the parent app.
- Assist in transferring account data to the school Library, Cashless Catering, and online payment systems.
- Maintain the user accounts and access rights for all security systems, e.g., Access control (NET2) CCTV, Telephone system, and ID Badges and assist in connecting new devices.
- Provide internal training, induction, and mentoring for IT team staff.
- Liaise with site staff to coordinate new electrical wiring, benching or physical installations.
- Attend meetings and offer guidance on technical issues to Staff.
- Design and implement changes to the school's IT software and hardware and liaise with consultants on the new software/hardware specifications as appropriate.
- Produce, maintain, and review all IT and AV procedures descriptions to enable effective management, development, and training.
- Produce and maintain an inventory bank/library of technical guidance/manuals and guarantees for all equipment operating within infrastructure systems.
- Ensure all necessary licensing supporting infrastructure operating systems, networks and equipment is up-to-date and accurately reflects activity.
- To support users in their use of IT and AV systems.
- Advise teaching staff on the likely compatibility of new software/hardware; raising as early as possible, any foreseen issues with the Trust IT Manager if colleagues wish to disregard advice, warnings or alternative options.
- Provide technical advice / IT clinics for school staff, governors, and other stakeholders such as parents.
- Seek timely and practical external consultancy/advice where prognosis or solutions are not deliverable by the wider IT team, within any budget restrictions.
- Identify IT team training needs and develop plans to deliver them.

Systems Management

- Manage a Hyper-V server architecture, regularly managing and maintaining Veeam back-up procedures.
- Manage the installation, configuration, maintenance and upgrading of all Ubiquiti switches, Ubiquiti Wi-Fi systems, software, and applications.
- Develop and set up any IT/AV systems.
- Manage the SIMS update procedures.
- Maintain effective and up-to-date anti-virus protection across all school systems.
- Identify and install essential software patches
- Ensure systems storage capacities are maximised and future-proofed to meet the requirements of teaching and learning, and support systems.
- Ensure IT and AV equipment is security marked and protected.
- Ensure that IT and AV equipment and workstations meet the requirements of health and safety legislation requirements and are maintained securely, cleanly and safely.
- Develop, maintain, and record robust procedures for recovering all technical systems, infrastructure, equipment, and files as part of business continuity planning.
- Monitor and regulate internet use, ensuring that adequate and up-to-date firewalls and filtering systems are in place, aligned to trust contracts where they exist.

General responsibilities

- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working as one team for the wider 'team BFT'
- Limited flexibility with working hours on occasion beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

All staff at the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	

Signed: _____   Date: _____

Name: _____

The Bishop Fraser Trust, Stitch-Mi-Lane, Breightmet, Bolton, BL2 4HU
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Web: www.thebishopfrasertrust.co.uk
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Person Specification

	IT Network Manager Person Specification CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
	Ability to work with a minimum of supervision	E
	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes	E
	Ability to maintain complete confidentiality	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Qualified Microsoft MCP Windows Server 2012 or higher (or relevant experience and willingness to train for such a qualification)	D
	Qualified CISCO CCNA (or relevant experience and willingness to train for such a qualification)	D
	Microsoft certifications, CISCO CCNA qualifications or similar	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Experience	Effective use of IT and other specialist equipment/resources	E

	IT Network Manager Person Specification CRITERIA	Essential / Desirable
	Experience of Microsoft 365 e.g., Exchange Online, Azure AD, SharePoint, One Drive and Teams	E
	Experience of backup software e.g., Veeam	E
	Experience of IT System installation, configuration, and basic hardware maintenance.	E
	Experience of supporting Local Area Networks	E
	Experience in supporting Windows Operating systems, including Desktop and Server editions.	E
	Experience in IT System installation, configuration, and essential hardware maintenance.	E
	Line management experience	D
	Experience working within a school or similar environment	D
	Previous experience in helpdesk or issue resolution activities	D
	Knowledge of relational database systems and constructing database queries in SQL	D
	Knowledge of a Windows scripting language, e.g., PowerShell or VBScript	D
	Experience with MIS systems, in particular, SIMS.net	D
	Experience with SQL Server 2014 onwards	D
	Experience with Microsoft Office 2016/2019/365	D
	Experience with IT systems used within schools	D
	Experience in VPN setup, management, and maintenance.	D
Skills and Knowledge	Knowledge of operating system deployment technologies e.g., Microsoft Deployment Toolkit (MDT) or WDS	E
	Knowledge of enterprise wireless networks	E
	A good understanding of the legal, security and moral issues relating to the use of IT within schools	E
	Full working knowledge of relevant policies/codes of practice/legislation	E
	Advanced IT skills, in particular in Microsoft Office to support end users	E
	Ability to diagnose and repair hardware faults in IT equipment	E
	Knowledge of the Windows Server 2012/2016/2019 environments and Active Directory	E
	Knowledge of virtualisation platforms e.g., Microsoft Hyper-V	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

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