

Forest Way School
Network Manager – Grade 9
Job Description

Post title and grade	Network Manager – Grade 9 Full time post
Responsible to	The Headteacher through the Business Manager
Responsibilities and Duties	<ol style="list-style-type: none"> 1. To provide an efficient, reliable and usable ICT service to support curriculum and administrative provision in the school. 2. To ensure the efficient running of and maintenance of all ICT facilities including overall responsibility for: <ul style="list-style-type: none"> -filtering and firewall management -server admin -web admin - installation of new software - Installation of new workstations and peripherals on curriculum and administration systems including e-mail and internet access - management of the IT network budget - ordering and accounting of consumables - allocation of new users - removal of former users - logging problems and liaising with suppliers and support agencies - tracing abuse and misuse of all systems - installation and maintenance of stand-alone machines - maintenance of an efficient booking system for resources and rooms - co-ordinating repair fault finding and maintenance of all systems - security policies - back-up strategy - virus protection strategy and threat management -guests/BYOD -audio visual (Promethean) -GDPR knowledge 3. Undertaking research and training to ensure that knowledge is current. 4. Provide appropriate support and training for staff, students and other schools within the family of schools and the NOF initiative. 5. Effective advice to Business Manager/Headteacher of ICT on developments and purchasing. 6. Overall management of the curriculum network. 7. Management of the administration network. 8. Development of internet/intranet services. 9. Management of staff. 10. Assisting/Leading projects
Additional Responsibilities	<p>It is the nature of the work in special schools that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible, co-operative way particularly when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. Those additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job it will be included on the job description in consultation with the member of staff.</p>

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	<p>This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.</p> <p>Forest Way School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.</p> <p>Forest Way shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.</p>
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Forest Way School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references and medical clearance. This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list check) and completion of Keeping Children Safe in Education – Childcare Disqualification requirements.