



St Albans Girls' School

Specialist Business and Enterprise Academy

ASSISTANT NETWORK MANAGER

£23,866-£26,470 per annum – H7

37 hours, full time, full year

(7.30 – 3.30pm Mon – Thurs, 7:30-3:00pm Fri)

We are seeking to appoint an enthusiastic, reliable and self-motivated Assistant Network Manager to assist the Network Manager in the day to day running of the school's ICT networks and associated hardware. You will be responsible for the line management of the IT Technicians and assist with the outreach support for the Multi Academy Trust. The ideal candidate will have a passion for web-based communication and an ability to update and implement new ideas. There will be an opportunity for career progression, for the right candidate.

You will need excellent communication skills and working knowledge and experience of network and cloud based systems. Full UK driving licence and own transport necessary, as travel to other sites may be required.

St Albans Girls' School, age range 11 – 18 is an Outstanding school (Ofsted February 2013) with over 1200 students. We are a highly regarded, oversubscribed and friendly all-ability school. GCSE results place us in the top 100 secondary schools in the country and the top 3% nationally for student progress.

The school has an excellent reputation within the local community with strong support from Governors, Parents, Students and a dedicated and highly motivated team of staff.

There is a Health Care cash plan available to all staff.

For further details and an application form please visit www.stags.herts.sch.uk

Completed application forms and a covering letter should be sent to:
personnel@stags.herts.sch.uk

We welcome visits from potential applicants.
Mrs Julie Robin – HR & Personnel Assistant on 01727 853134.

Closing date: Monday 8 October 2018, 9.00am

Interviews to be held: Friday 12 October 2018, 12.30pm

St Albans Girls' School is part of the ATLAS Multi academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



St Albans Girls' School

Specialist Business and Enterprise Academy

ASSISTANT NETWORK MANAGER

The post holder is required to perform the duties below. S/he will be responsible to the Network Manager and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the staff appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Strategic Role:

- To assist the network manager in the day to day running of the school's ICT network, its cloud based systems, backup solution, switches and core infrastructure.
- Be responsible for the line management and appraisal of the IT Technicians
- To provide outreach support, along with the IT Team, to the Multi Academy Trust
- To strategically promote the school and Trust through web-based communication.

Core tasks:

Network

- Support the Network Manager with the running of the ICT network, including appropriate maintenance, and updating.
- Maintain and update the backup solution
- Monitor, maintain and update the switches and core network infrastructure as necessary.

Hardware

- Support first-line maintenance of equipment; investigate faults and perform minor repairs and upgrades
- Undertake 2nd line support as required.

Software

- Install and test new software as requested by the Network Manager or Deputy Head.
- Maintain Apple computers in IT Suites.

Communication

- Be responsible for the promotion of the School and Trust through web-based applications and website
- Be responsible for the uploading of weekly newsletter and key articles onto applications and website

General

- Support staff with data management (eg copy discs, obtain print-outs etc)
- Support students and staff with computer problems where appropriate.
- Support the Network Manager with keeping up to date inventories of hardware and software.
- Maintain a stock of computer consumables and supply other departments as required, keeping appropriate records and notifying network manager of need to re-order.
- Support the network manager with ICT projects and assist with their implementation.
- Attending appropriate training courses or meetings as required.
- The postholder will be expected to undertake any other duties as reasonably requested by the Head Teacher

Organisation chart:

Business Manager ----- Network Manager ---- Assistant Network Manager

Supervision:

- Assist the Network Management with the day to day supervision and training of the Network Technicians and Apprentices.
- There will be an opportunity for career progression, if appropriate to the needs of the school and has been assessed and appraised in conjunction with the Business Manager and Head Teacher

Contacts:

- There is frequent contact with all staff, both teaching and support staff. There is also some contact with students.
- There is regular contact with external organisations, notably customer support services at both hardware and software suppliers, Herts SITSS advisers, maintenance contractors and suppliers.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

MCC

September 2018