THE MAELOR SCHOOL
JOB DESCRIPTION

DETAILS OF THE JOB

JOB TITLE	Network Manager
DEPARTMENT	Administration
SERVICE/TEAM	The Maelor School
REPORTS TO (JOB TITLE & JOB ID)	Headteacher/Business Manager
GRADE	G07

IS WELSH ESSENTIAL or DESIRABLE FOR THE JOB (See Vacancy Management Form) - Criteria:	**Please indicate as appropriate - Insert a Yes (essential) or No (desirable)**
The post needs to assist welsh speakers – internal employees and/or service users	YES
Is this a post in which contact with the public is its primary function (external)?	YES
Is this a post providing a public service in a Welsh language community or will serve a welsh speaking area (Rhos/Ponciau, Glyn Ceiriog, Ceiriog Valley, Coedpoeth, Penycae)?	YES
VERSION CONTROL (INSERT DATE OF DEVELOPMENT)	July 2024
IS THIS POST ELIGIBLE FOR A DBS CHECK	YES

SECTION 1: JOB PURPOSE

Responsible for the management of IT Systems, Network and processes that support the core purposes of the school. Ensure that best practices are followed for maximum efficiency and compliance with legislation to prove the most suitable working environment for staff, pupils and the activities of the school. The post holder will be involved in both strategic planning and day to day operations in relation to IT. Areas of responsibility are –
- To lead the development of IT solutions;
- Deliver the appropriate support service.
- Training and awareness for IT developments
- Procurement and contract management

SECTION 2: DIMENSIONS

Direct Line Manager:

Business Manager

Supporting:

Staff

Pupils

Responsibility for: Security of all school IT assets and equipment, hardware and software.

SECTION 3: PRINCIPAL DUTIES AND RESPONSIBILITIES

NO.	Description of Principal Duty or Responsibility	APPROX % Time on each (min 5%)
1	Strategic planning of future technical developments, overall management of all computer systems. Lead and proactively drive systems development by keeping up to date with innovative systems technology.	15
2	Responsible for all aspects of the school's IT ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.	10
3	Check that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies.	10
4	Responsible for the overall security of IT systems, hardware and software. Develop, implement and monitor policy and procedures and implement training/mentoring systems for all teaching staff and relevant support staff to ensure effective use of IT	15
5	Respond appropriately to fault reports or urgent issues as they arise and deal with the consequences. Physically install desktop, server, network and multi-media hardware and software. Develop, implement and monitor clear procedures for reporting faults and providing feedback on progress until completion.	15
6	Prepare and manage plans for future development in line with strategic school plans and objectives. Ensure identified projects are carried out within agreed time scales.	5
7	Manage and lead changes to ensure minimum disruption to core activities.	5
8	Ensure that all software and systems are correctly licensed and keep an inventory of hardware, software and other computer supplies.	5
9	Calculate and compare costs for required goods or services to achieve maximum value for money. Responsible for monitoring quality of service delivered via service level agreements.	5
10	Ensuring all chromebooks are updated and are in a good condition in each department.	2.5
11	To undertake other duties appropriate to the grading of the post as required.	2.5

12	Responsible for the oversight of the ICT process during examinations involving the use of ICT equipment	2.5
13	Tracking and monitoring pupils to ensure no illegal use of ICT takes place	5
14	Liaise with the Site Manager on matters of Health & Safety within the school	2.5

Potential other responsibilities not explicitly mentioned:
- **Regular maintenance tasks of software and hardware**
- **Server and Network Monitoring**
- **Liaising with WCBC IT where appropriate**
- **Printer fleet management**
- **User enrolment and archiving**
- **System Backups**

SECTION 4: CONTEXT STATEMENT

The role is required to organise and supervise the operation and delivery of all ICT systems in school. Be responsible for/manage the planning, development and monitoring of ICT systems within school. Be aware of all changes/future changes affecting the ICT systems and put relevant plans to SLT for consideration/implementation agreement.

PERSON SPECIFICATION

Job Title	Network Manager
Job Evaluation ID	NM
Grade	G07

Requirement	Essential	Desirable	Measured by*
Qualifications			
Degree or equivalent in relevant subject or equivalent relevant experience	✓		**F.C**
Project Management		✓	**F.C**
Specialist Knowledge			
Knowledge of health and safety requirements	✓		**F.I.R**
Planning and project management skills		✓	**F.I.R**
Change management and ability to drive change	✓		**F.I.R**
Experience of managing IT systems and Networks in a school or similar premises	✓		**F.I.R**
Experience of managing 3rd parties	✓		**F.I.R**
Practical and Intellectual Skills			
Ability to communicate in Welsh		✓	**F.I.R**
Personal Attributes			
Ability to search for solutions to complex issues	✓		**F.I**
Ability to influence people	✓		**F.I**
Ability to work effectively both in collaboration with others and also on own initiative	✓		**F.I**

Excellent interpersonal skills particularly the ability to relate to young people, parents, colleagues and external 3rd parties	✔		**F.I**
Excellent organisational skills/time management/ ability to prioritise and organise own workload/ ability to work to deadlines.	✔		**F.I**
Honesty and integrity	✔		**F.I**
Professional and approachable attitude	✔		**F.I**
Willingness to learn new skills	✔		**F.I**
Self motivated with a positive 'can do' attitude	✔		**F.I**
Reliable	✔		**F.I**
Well presented	✔		**F.I**
Flexible over working hours according to the needs of the school	✔		**F.I**
Ability to travel across the County Borough to carry out work (e.g. attend meetings)	✔		**F.I**
Equality			
Knowledge of and commitment to Equality and Diversity	✔		**F.I**
Understanding of the importance of Welsh Language and Culture	✔		**F.I**

* Each of the requirements specified must be measurable. Please indicate the approach that will be taken to assess whether applicants meet the requirements:

F	Job Application Form	C	Certificate of Qualification
I	Intervie	T	Test