

Job Description

Job Title: Assistant Network Manager

Reporting to: Network Manager

Grade: 5 (SCP 22 to 27)

Accountable for: Leading, managing and developing the teams of ICT technicians working within the academies you are deployed to work across. Ensuring that ICT services and equipment are deployed in line with the Trust's policies and vision for ICT.

Contract Type: Full Time

Overall purpose of the post:

You will have responsibility for working across two or more academies within Outwood Grange Academies Trust.

Lead, manage and develop the team of ICT technicians working within the academies you are deployed across.

Ensure that ICT services and equipment are deployed in line with the Trust's policies and vision for ICT.

Assist the Network Manager with ensuring the effective and efficient support and deployment of ICT related equipment and resources to create a robust and efficient service.

Main duties and responsibilities:

- Provide first and second line support to staff and students within the academies you are deployed.
- Ensure that hardware and software are deployed, installed and maintained in accordance with the requirements of the academies and the Trust's strategic vision for ICT.
- Assist the Network Manager to develop an effective, resilient and scalable LAN.
- Assist the Network Manager to design, develop, manage and monitor processes and procedures to ensure effective and efficient management and delivery of ICT and ICT support services to support teaching and learning within academies.
- Contribute to the identification, management and implementation of suitable hardware and software solutions which may benefit the academies.
- Ensure that data is secure and that the Trust's policies on data protection and data handling are adhered to.
- Assist the Network Manager to ensure that backup and disaster recovery procedures are in place, tested and fit for purpose.
- Assist the Network Manager in managing and monitoring risk assessments as appropriate.
- Assist the Network Manager in managing and monitoring the training of all academy staff with regard to health and safety implications of ICT.
- Assist the Network Manager in the training of all academy staff with regard to the Trust's policies on ICT.
- Contribute to the development of the Trust's policies and procedures on ICT.
- Ensuring compliance with any relevant health and safety legislation.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Demonstrating an active commitment to on-going professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Board or the Chief Executive.

This job description may be subject to change, depending on the requirements of the Trust.

Special Features

- 37 hours Monday to Friday
- You will be required to travel across the Trust's academy sites

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.