



## Job Description

**Job Title:** Assistant Network Manager

**Reporting to:** Network Manager

**Grade:** 7 (SCP 26-29)

### **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 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;
- Work with the Network Manager and core ICT team to develop an effective, resilient and scalable LAN;
- Work with the Network Manager and core ICT team 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;
- Ensure that backups are in place, completed regularly and fit for purpose.
- Contributing to the Trust's capital plans for ICT;

- Managing and monitoring risk assessments as appropriate;
- Managing and monitoring the training of all academy staff with regard to health and safety implications of ICT;
- Undertake 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.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **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.