Job Description

Title of Post   Senior Network Technician

Grade   Scale 5 Grades 12 – 17

Hours   37 hours per week for 52 weeks per year

Responsible to   Network Manager

Purpose of the Job

- To assist the Network Manager with the smooth running of the schools' IT based infrastructure
- To ensure that the school's IT support requirements are met to an excellent standard.
- To assist the Network Manager with strategic leadership and financial planning.
- To help ensure effectiveness of schools' networked facilities, servers, printing and their associated operating systems and software including system recovery to minimise the risk and impact of a serious disaster and threats to business continuity.
- To contribute to the vision of All Saints as a Catholic and Christian community.
- To promote and safeguard the welfare of all students within the school.

Key Tasks to Achieve Outcomes

- To take the lead in maintaining the SIMS network, coordinating software updates with the MIS to ensure business continuity.
- To lead on the development of delegated tasks or projects that are referenced in the department two-year action plan. This may involve completion of any necessary research, recommendations, spending and action planning to enable implementation.
- To be responsible for updating the school website.
- Lead on the maintenance of safeguarding software.
- Prioritise tasks accurately, based on situations and dependencies and work with all members of the team on joint projects, as necessary.
- To support the online learning systems as used by the school to deliver teaching and learning materials.
- To support the installation and configuration, maintenance of network infrastructure
- To respond to requests for support in a timely manner so as not to disrupt pupil learning
- To support the school in its use of ICT for presentations, assemblies, liturgies, and celebrations. To ensure that the required systems for these events are operational and working correctly.
- Provide ICT technical support and advice service to administrative and curriculum areas as required across the school.
- To assist staff with the viewing of recorded CCTV incidents and provide offline access to the recording as required.

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- To respond to requests that are logged on the help desk.
- To assume responsibility for the school's systems in the absence of the Network Manager.
- Undertake CPD training as required and maintain their CPD evidence log.
- To complete appropriate tasks as delegated by the Network Manager.
- To support the Network Manager in disaster contingencies

Additional Specific Responsibilities:

In consultation with the post holder, the Headteacher/ Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

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