Westbourne House School
CHICHESTER

JOB DESCRIPTION

IT NETWORK MANAGER

Responsible for: To manage and support the IT provision within the School. To be responsible for the smooth and efficient running of the network and to be a catalyst for change.

Consulting with: All colleagues

Reporting to: Bursar

Duties and Responsibilities:

- The role is to ensure the streamlined operation of the IT provision in alignment with the School's objectives. The School currently consists of approximately 200 workstations primarily Windows.
- You will be responsbile for the network management across the site.

Main Purpose:

Strategic Direction

- Providing direction for IT development ensuring its alignment with the School's IT Strategy.
- Act as a member of the School's IT Development Committee.

Technical Support

- Implementation and support of network infrastructure.
- Carry out routine maintenance of computer hardware.
- Resolve IT faults.

- Installation and configuration of computer hardware and software.
- Providing server management including firewall and an effective back-up system.
- Providing maintenance of wired and wireless networks and network troubleshooting.
- Providing and maintaining access to the School and Microsoft 365 networks.
- Providing "help desk" support to staff experiencing technical difficulties with school equipment.
- Assisting the DSL with the monitoring of the School's networks including web filtering using Smoothwall.
- Providing an immediate workable network in a disaster recovery situation.
- Setup and maintainence of users for all online resources.
- Support office staff with administrative platforms.
- Provide 1st – 3rd line technical support and advice for the School.

Procurement and Development

- Responsible for advising on requirements and the procurement of all IT equipment.
- Maintenance of all school IT licences and support contracts.
- Liaising and managing relations with external suppliers to ensure their service always meets the School's needs, both functionally and financially.

Generic

- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.