



Job Description

NAME OF POSTHOLDER:	Network Manager
JOB PURPOSE:	Responsibility for the day-to-day management, security, and strategic development of the school's ICT network and digital infrastructure.
RESPONSIBLE TO:	The Headteacher, through the Assistant Headteacher with responsibility for ICT.

Objectives and principal responsibility areas:

Manage and develop the following key areas of the school's ICT technical support:

- Strategic development of the school's ICT infrastructure, in line with school improvement priorities.
- Leadership of the school's cybersecurity, ensuring compliance with DfE Cyber Security Standards and maintaining Cyber Essentials (or equivalent) accreditation.
- Management of the school's network, servers, internet connectivity, and ICT systems.
- Oversight of the school's use of cloud platforms (e.g. Microsoft 365 / Power BI), including security, user management, and staff/student training.
- Budget planning and procurement of ICT hardware, software, and services to ensure value for money and licence compliance.
- System maintenance, upgrades, and lifecycle management of devices.
- Technical support for core applications, including SIMS (or equivalent MIS), safeguarding monitoring systems, and online learning platforms.
- Implementation and testing of the school's ICT disaster recovery and business continuity plans.
- Management and maintenance of ICT back-up solutions and data recovery procedures.
- Responsibility for internet, email, and remote access systems.
- Management of the school's ICT asset register and development of sustainable ICT practices (energy efficiency, recycling, device lifecycle).
- Line management of ICT Technicians, including professional development, workload allocation, and performance monitoring.
- Awareness and compliance with policies and procedures relating to safeguarding, health and safety, security, confidentiality, and data protection.
- Support of colleagues across the school, contributing to digital literacy and the effective use of ICT in teaching, learning, and administration.

Key Tasks:

- Strategic management and responsibility for the day-to-day running and development of the school network.
- Monitor, supervise, and report on user activity across the network in line with safeguarding and data protection requirements.
- Implement changes to ICT infrastructure, including updates, upgrades, and security improvements.
- Liaise with external providers to ensure ICT systems remain efficient, secure, and fit for purpose.
- Install, implement, and monitor ICT security measures, including anti-virus, firewalls, phishing awareness, and incident response.
- Support the DSL by maintaining filtering and monitoring systems in line with *Keeping Children Safe in Education (KCSIE 2025)*.
- Provide in-house expert support and training for staff and students on ICT systems, including MIS, email, online safety, and cloud platforms.
- Provide regular reports to SLT and Governors on ICT performance, risks, and development priorities.
- Ensure a safe online environment for pupils, aligned with the school's safeguarding and e-safety policies.
- Manage ICT helpdesk systems, ensuring responsive and high-quality support for staff and students.
- Develop staff and student understanding of emerging technologies and safe ICT practices.

Developing the School Ethos:

The Governors of Dowdales expect the post holder to:

- Fully support and promote the ethos and values of the school.
- Keep up to date with the latest developments in ICT, cybersecurity, and educational technologies.
- Demonstrate consistently high standards of personal and professional conduct by:
 - Maintaining high standards of ethics and behaviour, within and outside school.
 - Treating students and staff with dignity and building relationships rooted in mutual respect.
 - Having due regard for the need to safeguard students’ wellbeing in line with statutory provisions.
 - Having proper and professional regard for the ethos, policies, and practices of the school.
 - Maintaining high standards in attendance and punctuality.
 - Acting at all times within the statutory frameworks that set out professional duties and responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.

Signatures:

Name of Post Holder (Please Print).....

Signed Postholder Dated

Signed Headteacher Dated

