

## JOB DESCRIPTION

### Senior Network Technician

Responsible to: Network Manager  
Pay Scale: NJC 6-7 Depending on experience and qualifications  
Hours per week: 37 per week (Full time)

#### Purpose of the Role

Reporting to the Network Manager:

- To develop and maintain a robust and stable network that effectively supports Teaching and Learning and all other functions across the school.
- To provide the technical expertise that facilitates the resolution of complex ICT issues
- To identify opportunities created by new technological and software advances to enhance Teaching and Learning and to ensure the smooth implementation of agreed whole school ICT strategies for change and improvement

#### Principle Accountabilities

1. To undertake work on the school's ICT systems that ensures continuity of service - including installation and configuration of hardware and software.
2. To assist the Network Manager with monitoring of all school servers, services and connectivity.
3. To assist the Network Manager in enforcing the school's acceptable use policy, internet and email filtering, and firewalling.
4. To assist the Network Manager in supporting the school's MIS system (SIMS)
5. To be responsible for ICT issues related to the management and development and continuity of service of the integrated cashless catering/ ParentPay system.
6. To work with the Network Manager and technician team in supporting, maintaining and upgrading hardware and software - including servers, switches, routers etc.
7. To provide off-site support to partner schools where deemed appropriate by the Senior Leadership Team in line with partnership agreements.
8. To perform other related duties commensurate with the grade as required.

## **Specific requirements**

The IT network is critical to the school's day to day operation.

The successful applicant will therefore be expected to be flexible about working hours, and will sometimes be required to work later in the day, weekends or public holidays as the need arises. This may be in response to Network problems/failures - or in order to perform routine maintenance and upgrade tasks outside of school hours.  
(Time off in lieu will be granted where applicable)

We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. An enhanced CRB check is required for all successful applicants.

June 2015