



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Network Manager
Salary/Grade	£28,221 - £32,233; with the scope to review further for an exceptional candidate.
Working Time	Full Time (Monday to Friday, 8.15am-4.30pm, with 45 minute Lunch break). Total 37.5 hours per week
Reporting to	SLT
Liaising with	Teachers, support staff and relevant external agencies.
Disclosure level	Enhanced

Summary of the overall purpose of the job

This role (and related salary) will vary depending on the experience of the applicant. Overall, the key role is to manage the infrastructure of the network and IT support operations.

Detailed duties include:-

Networking: Server-side and infrastructure

- Working with Windows 2008/2012/2016 server including Active Directory, account management, DNS, DHCP, inheritable NTFS permissions, group policy implementation etc.
- Working with RM CC4 Network Management System.
- Working with server virtualisation (all main servers are virtual running on V-Sphere).
- Day-to-day management and verification of backup and restoration systems
- Managing ArcServe UDP virtual server backup system.
- Working with the Data Manager to ensure the smooth running Capita SIMS.
- Managing of Storage Area Networks (SANs) and Network Attached Storage (NAS) devices.
- Managing and diagnosing faults with network infrastructure i.e. HP Procurve switches, switch management/configuration, patch panels, cabling, UPS, fibre links, VLAN (port tagging and fault finding), network protocols etc.
- Managing the wireless network systems.

- Ensuring complete virus protection at all times including regular virus definition file updates and dealing with situations where viruses have infiltrated the network.
- Managing the Microsoft Exchange 2010 and Office 365 email server.
- Overseeing the installation of new computers onto the network.
- Liaising with external contractors/support services.
- Managing network storage quotas and printer auditing.
- Managing and integrating of Apple Mac Server for use with Mac workstations.
- Managing shared resources such as files/folders and printers including management of security of these areas.
- Dealing with external network factors such as fibre Internet connection, externally available services such as e-mail, remote desktop, web services and DNS.
- Auditing and investigation of network activity in the event of misuse by pupils or staff (the latter only at the direction of the Principal).
- Performing regular system and security updates and hotfixes when they become available.
- Keeping up to date with developments in networking by subscription to publications and/or attendance at seminars/training sessions.
- Ensuring the smooth running of VOIP telephony systems.
- Managing the remote desktop system for external access and internal thin client use.
- Helping to provide maximum network uptime to accommodate 24/7 network access.

Web services

- Managing internal and external web services including IIS, SSL security certificates and SharePoint (for Parent Portal).
- Managing of web filtering and security for main site and boarding halls of residence.

Workstations

- Ensuring that basic workstation, hardware, software deployment, station type management and security policies are maintained,
- Installing software both as a one-off and as system-wide package creation including troubleshooting.
- Managing software licensing.
- Managing of Igel thin client machines.
- Maintaining Operating Systems including Windows 7, 10 and Apple OS.

Support

- Providing regular support to staff and pupils.
- Liaising with key members of computing teaching staff from Primary (Prep and Pre-Prep) as well as Senior School.
- Offering technical guidance in the purchasing and procurement of new software and hardware e.g. compatibility, licensing issues etc.
- Maintaining College AV systems including halls and classrooms (projectors, audio, interactive whiteboards etc.).

Management

- Line managing the IT team.
- Training staff and IT Apprentices.
- Initiating and Leading projects that are essential for upkeep and efficient running of the College Network.
- Carrying out Capacity and Resource management.
- Managing the ICT College budget.
- Overseeing the Esafety and Safeguarding of pupils online.

Administrative

- Processing purchase orders and returns as appropriate.
- Researching into costs for goods/services to provide SLT with options for purchasing.
- Monitoring toner and ink levels for printers ensuring stock levels are at workable levels.

Other Duties

- Assisting with any College endeavour which makes use of IT skills as deemed appropriate by the Principal.
- Providing technical support for Computer Rooms as necessary.
- Working flexible hours particularly in the event of network problems and/or network upgrades.
- Assisting with any area of College life that involves IT (including setting up of AV equipment).
- Moving equipment (or co-ordinating the movement of equipment) around the College.

Other responsibilities

- To explain technical concepts to a range of people from the highest level to the most non-technical.
- Remain conversant with developments in relation to IT and Information Security.

General

The post holder will be expected:

- To follow the guidelines of the school procedures and policies.
- To support the school and its leadership.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To work in compliance with the School's Equal Opportunities Policy; and with regard to policies relating to information security and the requirements of confidentiality and non-disclosure.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.