



## **Ashmole Academy Trust JOB DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Network Manager – Secondary school & mobile devices
<b>GRADE:</b>	Pay Point 30-33
<b>PURPOSE OF JOB:</b>	To provide IT support to Ashmole Academy Trust
<b>RESPONSIBLE TO:</b>	The Head Teacher in all matters and to the Leadership Team member responsible for the school's operational activities.
<b>EMPLOYMENT DUTIES:</b>	The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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### **Deputy network manager**

1. To deputise for the Network Manager as required.
2. To support the network manager in the maintenance of the network infrastructure, to include servers
3. To support the network manager in any upgrades that need to be carried out.
4. To develop knowledge of each server and the disaster recovery plans
5. To support the IT team in the maintenance of the network infrastructure, to include server
6. To support the IT team with maintenance IT equipment in classrooms and offices
7. To carry out urgent or essential maintenance or repair work as required by the Head Teacher outside of normal working hours.

### **Management**

1. To ensure that all iPads are in full working order and fully charged prior to any booking
2. To ensure all new Year 12 students are provided with a ID card with the first 2 weeks in September
3. To ensure all mobile phones are in full working order and they have credit prior to releasing them to trip leaders
4. To ensure the maintenance of the kindles in Year 7-9 and the uploading of books
5. To ensure all new Year 12 students are provided with a ID card with the first 2 weeks in September
6. To line manage the audio visual and mobile device technician
7. To manage and oversee all work connected to ipads, e-readers and mobile phones
8. To primarily support the IT Network Manager and IT team for the Academy
9. To ensure that the email system is functioning effectively.

### **Maintenance and support**

1. Provide IT support to staff as and when requested.
2. To support the IT team in the maintenance of the network infrastructure, to include servers
3. To support the IT team with maintenance IT equipment in classrooms and offices

4. To support the IT team in the provision of It at the primary school
5. To carry out urgent or essential maintenance or repair work as required by the Head Teacher outside of normal working hours.

**Management**

1. To ensure the Audio visual manager has the media equipment to meet the needs of the school in terms of filming school events and preparation for staff INSET days.
2. To be responsible for the booking system of the training room.

**General**

1. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the school.

Post Holder : \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Dec 2017