

**Position – Network Manager**  
**Line Manager – IT Manager**

**Introduction**

This is an exciting time in the development of IT in education and Ballard is committed to keeping abreast of new developments and promoting its appropriate use to enrich teaching and learning.

IT Systems and Services at Ballard have undergone a period of growth and redevelopment. With the launch of a BYOD programme in September 2017, we have invested substantial resources in our IT infrastructure to establish a sophisticated and robust environment for our staff and pupils.

**Job Purpose:**

- To manage and promote, in conjunction with the Head of ICT, IT Manager and Leadership Team, the use of technology across the whole school
- To be responsible for the management, installation, maintenance, availability and integrity of the School's IT infrastructure
- To assist the IT team in designing and implementing new systems that enhance learning, develop administration and provide 21<sup>st</sup> century communication and management
- To develop effective relationships with staff and pupils across the school that assesses and responds to their needs, providing them with support in their use of the network and equipment resulting in higher standards of systems and resource use

**Main Responsibilities:**

All duties associated with this role require the highest standards of professionalism at all times in terms of manner, conduct and appearance.

**Accountable For**

- The support of Ballard's IT systems.
- Implementing and testing new systems

**Key Responsibilities**

- To take overall control and responsibility for ensuring that the school network is managed, monitored and maintained so it operates efficiently and effectively, anticipating and rectifying likely difficulties whenever possible
- Ensure IT systems can securely support Teaching, Learning and the Administration of the school
- Ensure all the school's IT systems are fully documented
- Ensure the school is compliant with the IT licence requirements
- Monitoring and progressing the school's BYOD policy
- An understanding of ICT in education and a desire to drive forward the use of appropriate technology

- To assist in creating a professional work environment and ethos within the IT team
- To provide training to the IT Team to ensure that their technical knowledge is current and they are able to support you within your role
- To provide appropriate support and training to maintain an effective service
- Jointly, with the IT Services Manager, maintain robust disaster recovery procedures
- Support and train staff in their use of IT systems
- To oversee the design and implementation of systems for backup, validation and restoration of systems and data
- To take responsibility for the creation, implementation and monitoring of procedure for user and file maintenance and other administrative tasks
- To ensure the network is secure at all times and that staff and pupils have access only to appropriate areas of the network
- To be responsible for the day to day ordering and asset management of ICT equipment, cabling, software and consumables ensuring compliance with financial controls and processes
- Work with third party suppliers in the resolution of IT faults or the installation of new IT systems
- Ensure appropriate “housekeeping” tasks are implemented

### **Essential Skills, Knowledge and Experience:**

- Experience of delivering IT solutions in an enterprise/educational setting
- Experience of administering Active Directory environments
- Experience of managing enterprise firewall technologies
- Knowledge of networking technologies and VLAN configuration
- Experience of managing DNS, DHCP, Group Policy Management, WDS, software deployment
- Knowledge of cloud based file systems and file sharing/collaboration methods
- Strategic thinker
- Excellent communicator
- Ability to identify and set key priorities
- A desire to enhance the learning of our pupils and be fully committed to their safety and well-being
- Friendly and professional approach to staff, teachers and pupils of the school
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- Effective time management
- Willingness to contribute to all aspects of a busy and thriving independent school

### **Desirable Attributes:**

- Experience with enterprise level Mac incorporation within a Windows infrastructure
- Experience with Palo Alto firewall and Aerohive wireless infrastructure
- Experience with either Dell or Cisco Switches and Networking
- Previous experience of SCCM (System Centre Configuration Manager)
- PowerShell/scripting technologies
- Experience of Capita SIMS/FMS applications
- Patience and good humour

**Systems Summary:**

- Server / SAN solution
  - 3x Hyper-V hosts
  - 10Gb ISCSI SAN
  - 2x Servers for DR/Backup/Replication
- Veeam Backup/Replication
- Palo Alto Firewall
- 10GB Dell network backbone with failover links
- 100Mb Leased line with failover ADSL
- Site-wide Aerohive Wireless
- Office 365/Exchange online
- Papercut managed print solution
- 200+ Windows 10 workstations
- Mac Server
- Mac Suite of 16 x iMacs
- 2 x iPad banks
- 3 x Laptop banks
- 3 x Class sets of Android tablets
- SharePoint Intranet
- Projectors/IWBs in most classrooms
- Avaya VOIP telephony

Applicants must complete the form for non-teaching staff found at [www.ballardschool.co.uk/vacancies.html](http://www.ballardschool.co.uk/vacancies.html). Having completed your application form, please send to the school (Ballard School, Fernhill Lane, New Milton, Hants, BH25 5SU) or email [jenni.shaw@ballardschool.co.uk](mailto:jenni.shaw@ballardschool.co.uk)

Salary: 26k-29k depending on experience

Closing date: 12noon on Wednesday 9th January 2019

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.