The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

<table>
<thead>
<tr>
<th>Job title</th>
<th>ICT Network Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>[School name - amend as appropriate]</td>
</tr>
<tr>
<td>Reporting to</td>
<td>ICT Network Manager</td>
</tr>
<tr>
<td>Grade</td>
<td>SO1</td>
</tr>
</tbody>
</table>

Job description

**Purpose of the post:**
- To provide a comprehensive support service for the operation of computer and peripheral equipment.
- To provide a technical assistance service to students and staff in the use of IT equipment as required. To be responsible for efficient network performance, in liaison with the Head of the IT Department.
- To ensure compliance with health and safety regulations is maintained at all times in the delivery of technical services.

**Main duties and responsibilities:**
- Liaise with suppliers on delivery dates, supply and installation of software and hardware, technical support and training as appropriate.
- Be responsible for keeping an inventory of software and hardware and to maintain stock of consumables.
- Provide advice on technical matters, trends in the use of computers, prices and availability of new software.
- Identify the cause of faults and to undertake basic repairs and maintenance of hardware.
- Arrange and ensure that hardware and software is adequately maintained and that problems are reported and rectified within adequate timescales.
- Prepare computers with the appropriate software ready for use, as required by school staff.
- Support teachers and pupils when they are using computers and help them resolve difficulties.
- Write and advise on the writing of simple programs to assist with learning.
- Assist with desktop publishing.
- Lead or assist with training sessions for other staff on databases, spreadsheets, graphics and other aspects of the network, both hardware and software.
- Ensure that there is adequate security, both physical and for data on the system.
● Ensure that network performance is constantly monitored in light of future hardware, software and user requirements.

● Undertake feasibility studies on equipment and software requirements, producing costings and implementation for the production of an ICT Development Plan for the school.

● Ensure that procedures are set up to cover for any eventuality and to produce a disaster recovery plan in case of major hardware / software failure.

● Ensure that the back up of the administrative/curriculum network is correctly configured, running and tested periodically.

● Ensure all systems are appropriately configured for the software in use.

● Ensure users have adequate and appropriate access rights to the school's accounting software and pupil and staff databases.

● Ensure that passwords are changed periodically and that printers are appropriately configured.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

● Take part in the school's performance management system.

● Attend governing body meetings on a regular basis.

● Enhanced CRB Check.

● Strong commitment to furthering equalities in both service delivery and employment practice.

● You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
## Job Description and Person Specification

### Job title: ICT Network Administrator

### Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>

#### Qualifications

1. HND or equivalent qualifications in appropriate subjects. ✅

#### Experience

2. Experience of ICT network administration (including training). ✅
3. Experience of carrying out a similar post in a school preferably with a sixth form. ✅

#### Knowledge

4. General knowledge of ICT in relation to the main subject areas. ✅
5. Awareness of relevant health and safety regulations. ✅
6. Knowledge of available equipment, hardware and software. ✅
7. Higher level of knowledge of ICT in relation to one or more subject areas. ✅

#### Skills

8. Ability to assist in the provision of the safe and efficient daily running of ICT services across the school. ✅
9. Ability to lift and transport ICT equipment safely around the school. ✅
10. Ability to maintain inventories and keep accurate records. ✅
11. Ability to communicate effectively with pupils and persons at all levels. ✅
12. Ability to assist with ICT workshops and other activities. ✅
13. Ability to identify with teaching staff on ICT support needs generated by curriculum development. ✅