Ripon Grammar School

Job Description

Assistant Network Manager

Key Aspects of Role:

To Assist in the management and maintenance of the school's network and related ICT equipment.

Reports To: Senior Network Manager

Terms and Conditions:

- **Salary:** NYC Grade G, points 13 – 18 [currently £29,064 - £31,537 [pa]
- **Hours:** 37 hpw, full year (Part time applicants will be considered)

Professional Attributes and Qualifications as follows:

Essential Technical requirements:

- NVQ level 3 or equivalent work experience and willingness to train towards a level 4
- Experience in managing Windows 10 and 11 Computers and associated hardware
- Maintaining printers and other peripherals.
- Knowledge of networking in both wired and wireless technologies
- Knowledge of AV Systems
- Knowledge of Windows Servers
- Microsoft 365 cloud infrastructure

Experience of any of the below is an advantage:

Microsoft Endpoint Manager / Virtualisation Technologies / Mac OSX / WAN Technologies / Microsoft Installer Packages / Avaya IP Telephony / IP CCTV / Intune / operating in a helpdesk environment / Active Directory / Smoothwall

Specific Responsibilities and Duties:

Technical ICT Support:

- Unpack, configure and rollout new ICT equipment (software and hardware) as directed by Network Manager.

- Diagnose and resolve day-to-day problems relating to computer equipment and software in a timely manner via the school's helpdesk system.
- Provide friendly and efficient first line support for networking and application issues
- Deliver hardware and resources to work areas and classrooms as required.
- Install, configure and support audio-visual equipment and requests.
- Assess physical security requirements to protect against loss of data and equipment.
- Work to and give guidance to others on the use of ICT and the ICT acceptable use policy.

Network:

- Domain administration and maintenance of network services such as DHCP, DNS, Active Directory, Group Policy, MECM
- Management of over 1000 domain users in active Directory and Azure with vigilant attention to security and safeguarding
- Management of school email organisation. Closely monitor incoming and outgoing emails ensuring security and sanitisation is maintained at all times.
- Management and maintenance of networking technologies including HP Aruba switches, routers, Smoothwall firewall and filtering appliance.
- Management of WLAN solutions. (Ubiquiti)
- Monitor and maintain the internet filtering for student usage.
- Supervise the updating of material for the school display screens (ScreenCloud).
- Attend training and assist in training workshops as appropriate

Maintenance:

- Follow a maintenance schedule for all computer hardware, software and networks.
- Conduct Portable Appliance Testing and maintain accurate equipment records on the Asset Management System (AssetTiger)
- Ensure school policy on staff and pupil access to data and files is implemented.
- Provide advice, guidance and assistance to teachers, pupils and other members of staff.
- Assist in planning and implementing changes to elements of the ICT service as required.

Any other duties as reasonably requested by the Headmaster

Dated 10 September 2025