

WADDESDON CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION	
JOB TITLE:	Systems/Network Manager
GRADE:	Scale 7
RESPONSIBLE TO:	Headteacher
STAFF RESPONSIBLE FOR:	Network Technician / Reprographics Manager
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>To lead manage and develop the school's IT infrastructure, systems, cybersecurity and digital strategy, ensuring robust, secure, resilient services that support high quality teaching, learning and operational efficiency.</p> <p>To design, procure, implement and maintain IT systems, including cloud services, on-premise infrastructure, networking, cybersecurity tools and end-users devices, aligned with the school's strategic priorities as a stand-alone trust.</p> <p>To provide expert technical guidance in the development of digital learning platforms, remote access systems and technology-enhanced learning solutions.</p> <p>To oversee the school's reprographics function ensuring efficient service delivery, cost control and income-generation opportunities.</p>	
MAIN ACTIVITIES What the Postholder will actually do What prescribed duties the postholder will have	
<p>Strategic ICT Leadership</p> <p>ICT strategy development — Lead the academy's long-term digital strategy, ensuring alignment with curriculum, safeguarding, data protection and operational needs.</p> <p>Cybersecurity management — Maintain a robust cybersecurity framework including firewalls, endpoint protection, MFA, patch management, secure configuration and monitoring.</p> <p>Cloud services oversight — Manage and optimise cloud platforms including identity, access control and data governance.</p> <p>Develop and maintain (with the school Leadership Team) the academy's ICT policies, including acceptable use, data security, disaster recovery and remote access.</p> <p>Network & Infrastructure Management</p> <p>Network administration — Manage the academy's wired and wireless networks, ensuring high availability, security and performance.</p> <p>Oversee server infrastructure (on-premise and cloud-based), virtualisation platforms and storage systems.</p> <p>Ensure proactive monitoring, capacity planning and performance optimisation across all ICT systems.</p> <p>Maintain secure remote access systems for staff and emergency continuity.</p> <p>Cybersecurity & Safeguarding</p> <p>Safeguarding technology — Ensure filtering, monitoring and reporting systems meet DfE and statutory safeguarding requirements.</p> <p>Implement and maintain cybersecurity controls in line with NCSC guidance for schools.</p> <p>Conduct regular vulnerability assessments, penetration-test follow-ups and risk mitigation.</p> <p>Manage backup, business continuity and disaster recovery systems, including regular testing and</p>	

documentation.

Ensure compliance with GDPR and data protection legislation.

Systems Administration & Application Support

MIS management — Ensure that MIS is appropriate, working with external providers and the Leadership Team

Manage user accounts, groups, permissions and identity lifecycle across all systems.

Maintain software licensing, asset registers and lifecycle management for all ICT equipment.

Support the academy's website, VLE, intranet and digital communication systems.

Oversee the telephone/VoIP system and ensure reliable operation.

Technical Support & Service Delivery

Helpdesk management — Lead the ICT support function, ensuring timely resolution of incidents and requests.

Provide advanced technical support for servers, networks, cloud services and specialist systems.

Oversee hardware and software deployment, configuration and maintenance across the academy.

Ensure ICT rooms, devices and specialist equipment are fully operational and fit for purpose.

Deliver training and guidance to staff to improve digital confidence and capability.

Team Leadership & Management

Team leadership — Line-manage the ICT Technician and Reprographics Manager, providing direction, development and performance management.

Prioritise workloads, allocate tasks and ensure high-quality service delivery.

Maintain a safe, organised and efficient ICT office and workshop environment.

Reprographics Oversight

Oversee the reprographics department, ensuring efficient workflows, cost control and high-quality output.

Develop strategies to increase internal efficiency and external income generation.

Ensure standard operating procedures are followed and equipment is maintained.

Financial & Procurement Responsibilities

ICT procurement — Lead procurement of ICT hardware, software, services and contracts, ensuring value for money and compliance with academy financial regulations.

Work with the Director of Finance to prepare costed proposals and contribute to the annual ICT budget.

Manage supplier relationships, support contracts and external technical services.

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Agreed by: Matthew Abbott, June 2026