

RLT IT Network Manager - Job Description

Job Title:	RLT IT Network Manager
Date last reviewed:	July 2026
Grade of post:	Grade 11
Location:	Designated secondary school (with travel to other RLT schools where applicable)
Line Manager:	TBC
Disclosure Level:	Enhanced DBS

Purpose of the Role:

The Network Manager is responsible for the overall management, security, and strategic development of their designated secondary school's IT infrastructure and systems, spanning curriculum and administrative functions. The role ensures the availability, stability, and scalability of IT services to support high-quality teaching, learning, and school operations. The postholder will lead the local IT support team and work in close collaboration with the RLT central IT team. Where applicable, the role may also include providing remote and on-site support to local primary schools within the Trust.

Main Responsibilities

IT Systems and Infrastructure

- Lead the design, installation, and maintenance of the school's IT network infrastructure (including servers, switches, routers, and wireless access points) in line with the RLT prescribed specification.
- Ensure effective monitoring and optimisation of server and network performance.
- Manage network access control, firewall settings, backup procedures, and antivirus solutions.
- Oversee hardware and software installation, configuration, upgrades, and troubleshooting.
- Manage and administer user accounts and access permissions across Windows, Google Workspace, Bromcom, and other key systems.
- Maintain robust disaster recovery and business continuity procedures.
- Manage domain controller, DHCP, DNS, and Group Policy configuration.

IT Support and Operations

- Oversee day-to-day support operations, ensuring prompt resolution of support tickets and technical issues.
- Triage complex technical problems and escalate to external support where required.
- Lead and allocate tasks to local IT technician(s); monitor service desk performance and priorities.
- Maintain and analyse IT support logs to improve service delivery and identify training needs.
- Support staff and students in using school hardware and software effectively.
- Provide technical support for school events, exams, and external assessments.

Web and Digital Content Management

- Maintain and update school websites in collaboration with communications teams.
- Ensure digital content is consistent with branding and compliant with accessibility standards.
- Support the school's use of social media, providing technical oversight as needed.

Security and Compliance

- Ensure data protection practices and system security measures are rigorously applied.
- Regularly audit user access, file storage, and network activity.
- Manage the extraction and archiving of CCTV footage in line with RLT/school policy.
- Respond to safeguarding alerts and system flags, escalating concerns as appropriate.

Strategic Planning and Development

- Advise the RLT Core IT team and school leadership on emerging technologies and long-term infrastructure needs.
- Lead on projects to improve or upgrade school systems in line with RLT digital strategy.
- Participate in strategic planning for ICT developments across the Trust.
- Assist in evaluating new tools and software for teaching, learning, and administration.

Support for RLT Primary Schools (if applicable)

- Provide scheduled and ad-hoc remote and on-site IT support to designated RLT primary schools.
- Ensure consistency of IT service provision across sites in line with Trust standards.
- Share expertise and contribute to improving IT infrastructure and support delivery within the wider Trust.

Budget and Procurement

- Contribute to IT budget planning; provide recommendations for hardware and software purchases.
- Liaise with suppliers for procurement, licensing, and warranty arrangements.
- Ensure best value through competitive pricing and efficient asset management.

People and Performance Management

- Line manage local IT technician(s), overseeing professional development and performance.
- Deliver or coordinate CPD related to IT systems for staff and support the rollout of Trust-wide initiatives (e.g. Google Workspace).
- Monitor support staff workloads and ensure adherence to service level expectations.
- Take part in the school's performance review/appraisal process.

Other Duties

- Ensure all actions align with the school's safeguarding, health & safety, and equality policies.
- Engage in ongoing professional development and training opportunities.
- Be a positive role model for students and staff in terms of punctuality, professionalism, and behaviour.
- Work with school leaders to address any issues raised in health and safety inspections.

Safeguarding Statement to be included in all job descriptions

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.