

**Northern Education Trust Job Description**

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| **Job Title:** | Regional Academies ICT Manager (Central) | **JE reference**  | JE046 |
| **Base:** |  Central Team |
| **Reports to:** |  | **Grade:** | Grade 7 SCP 31 -SCP 33 |
| **Staff responsibility for:** |  | **Salary:** | £39,186.00-£41,418.00 (FTE, Salary to be pro rata) [Delete as appropriate] |
| **Additional:** | Regular travel across trust academies required  | **Term:** | 37 hours, 52 weeks |

**JOB PURPOSE**

* Leading, managing and developing the teams of ICT technicians working within the academies you are deployed to work across
* Ensuring that ICT services and equipment are deployed in line with the Trust’s policies and vision for ICT

**JOB SUMMARY**

1. You will have responsibility for working across two or more academies within Northern Education Trust
2. Lead, manage and develop the team of ICT technicians working within the academies you are deployed across
3. Ensure that ICT services and equipment are deployed in line with the Trust’s policies and vision for ICT
4. Ensuring the effective and efficient support and deployment of ICT related equipment and resources to create a robust and resilient service
5. Provide third line support to staff and students within the academies you are deployed
6. Ensure that hardware and software are deployed, installed and maintained in accordance with the requirements of the academies and the Trust’s strategic vision for ICT
7. Work with the Director of IT to develop an effective, resilient and scalable LAN
8. Work with the Director of IT to design, develop, manage and monitor processes and procedures to ensure effective and efficient management and delivery of ICT and ICT support services to support teaching and learning within academies
9. Contribute to the identification, management and implementation of suitable hardware and software solutions which may benefit the academies
10. Ensure that data is secure and that the Trust’s policies on data protection and data handling are adhered to
11. Ensure that backup and disaster recovery procedures are in place, tested and fit for purpose
12. Managing and monitoring ICT and related budgets
13. Contributing to the Trust’s capital plans for ICT
14. Managing and monitoring risk assessments as appropriate
15. Managing and monitoring the training of all academy staff with regard to health and safety implications of ICT
16. Undertake the training of all academy staff with regard to the Trust’s policies on ICT
17. Contribute to the development of the Trust’s policies and procedures on ICT
18. Ensuring compliance with any relevant health and safety legislation
19. Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust
20. Demonstrating an active commitment to on-going professional development
21. Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Board or the Chief Executive

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role could involve contact with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….