



**Job Description.**

**Job Title:** Deputy I.T. Manager

**Division:** Central Team

**Section:** I.T Support

**1 Job Purpose:**

- 1.1 To support the St John Paul II multi academy ICT infrastructures, its onward development and planning.
- 1.2 To support the Academy's IT manager in the day-to-day management of the I.T support teams and the need of the principals of the MAC.
- 1.3 To maintain the safety of the data across the academies networks.

**2 Duties and Responsibilities.**

- 2.1 To liaise with the multi-academy IT Manager to ensure that the IT networks are fully supporting the needs of the multi-academy.
- 2.2 To assist the multi-academy IT Manager in maintaining the security of the MACs networks, including firewalls, anti-virus software, access control systems and data backups.
- 2.3 To work with the multi-academy IT Manager in planning for the expansion of the network's as required, working with the Principals and multi-academy ICT Manager to ensure a smooth running of any new ICT projects
- 2.4 Support the MACs Technicians with fault fixing and training.
- 2.5 To support the multi-academy IT Manager in the day-to-day administration of the MACs Technicians including their health and safety.
- 2.6 To support the multi-academy IT Manager with third party contractors and projects.
- 2.7 To report on matters of the multi-academy ICT infrastructures, planning, budgeting to the Principals, board of directors, Central team leaders and the school local council.
- 2.8 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.9 To undertake appropriate professional development including adhering to the principles of performance management.
- 2.10 To adhere to the ethos of the academy.
  - 2.10.1.1 To promote the agreed vision and aims of the academy.
  - 2.10.1.2 To set an example of personal integrity and professionalism.
  - 2.10.1.3 Attendance at appropriate staff meetings.
- 2.11 Any other duties as commensurate within the grade in order to ensure the smooth running of the schools within the academy.