Job Description

**Digital Technology Manager**

# The Post

King Edward VI Sheldon Heath School is currently embarking on a rapid phase of significant investment and transition from traditional on-premises client-server-based computing to a Cloud-First approach using latest Microsoft 365 technology to enable the school to pursue its strategic objectives, accompanied with class-leading pedagogy and learning.

In keeping with this change, the role offered is different to that which would historically be associated with supporting a school network. There is a shift in bias towards enabling and supporting all users to fully exploit the potential that M365 has to offer as opposed to supporting systems. The focus of the role is to standardise and simplify the provision of IT systems and services to create an infrastructure that supports the learner by providing consistency to all users regardless of location or device and which also complies with the many statutory and advisory obligations that are incumbent upon a school IT system.

The successful candidate will possess a passion for information technology. They will be aware of current trends across the education sector especially where there is alignment between these and the school needs; will be instrumental in shaping the way that IT becomes embedded into the curriculum and administrative structures across the school.

# Responsible to: IT Manager

**Work hours:** Full time, (36.5 hours) Monday to Friday, all year, permanent contract.

**Salary FTE:** *National Joint Council Pay-Scale Point 34-37*

# Key responsibilities:

* Identifying, communicating, and implementing strategic leadership and direction for IT across the school including IT refresh cycles.
* Ensuring that all systems and processes support 2S2C principles (*Standardise, Simplify, Consistency and Compliance*)
* Technical authority and Lead on all IT related subjects.

# General duties:

* To develop and maintain the Microsoft 365 infrastructure, including Teams, SharePoint, Forms, OneDrive, etc.
* Carry out technical tasks on SharePoint, such as creating document libraries, lists, flows, new sites, setting permissions.
* Managing network infrastructure, such as servers, switches, VLANS, UPS, cabling,
* Managing DHCP, DNS, Active Directory, Group Policy,
* Support the ongoing development of long-term IT strategies for the Academy, e.g. part of the steering group for the Trusts single Microsoft 365 tenancy called the Single Central Enterprise Platform (SCEP).
* Ordering and installation of equipment, hardware and software.
* Maintenance and repair of systems at all levels.
* Creating, updating and maintenance of user accounts.
* Operation, development and maintenance of email (Exchange Online)
* Maintenance of systems within the school, installing updates and performing backups (Internet access, 3CX, InVentry, PaperCut, Smoothwall, Impero, RDS, Teams etc)
* To maintain the wired and wireless network infrastructure equipment (HP, Cisco switches, WMS)
* Liaising with printing support company (RDS) to fault find and maintain School printers and photocopiers.
* Develop, update and maintain School virtualized network server infrastructure (Hyper-V)
* To support and facilitate I.T projects such as switch installation and configuring, migration of File Server, migration of Exchange email system from on-prem to cloud.
* Update, maintain and develop Schools image deployment solution SCCM, to deliver new software to devices, create system images.
* To develop, and maintain the Schools website and social media platforms
* Support the IT Manager with the ICT Audit and Disaster Recovery Plan
* Design and Develop IT Training documentation
* Monitoring network performance: Monitoring, improving, and reporting on network performance and usage. Investigate network outages and slow downs.
* Maintain and utilise the Schools CCTV system including viewing of and downloading of footage
* To work in conjunction with DSLs to embed and develop Digital Safety across the School and to check Smoothwall safeguarding alerts, Social media alerts, investigate URLs, for safeguarding purposes.
* Maintain a list of the schools policies on external website and Share Point

# Support for the School:

* To play a full part in the life of the School, to support its vision and ethos and to encourage and ensure staff and students follow this example.
* Invigilate examinations.
* Accompany teaching staff and students on educational visits.
* Undertake any administrative duties as requested.
* Participate in Academy-based meetings and training activities.
* Be willing to support after school events, such as parents evenings, on occasion as required.
* Contribute to the overall aims and work of the Academy Trust.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

*The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*

*CHARITY NUMBER: 529051*

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

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