



SALE HIGH SCHOOL

JOB DESCRIPTION

ICT MANAGER

Responsible to:	Headteacher and Governing Body
Line Manager:	Headteacher
Purpose:	To lead and manage the technical hardware, software and IT infrastructure in school
Salary:	Band 9, Pts 33-36 (£41,418 - £44,428)
Hours of work:	Full-time 36.25 hours per week 8am to 4pm with flexibility to support school events such as parent's evenings, presentation evening and open evenings.

Principal Responsibilities:

- To fully manage and administer the IT infrastructure in school;
- To proactively provide and deliver a strategy for the future of the school's IT infrastructure ensuring it is in line with the developing needs of the school and its staff and students, and with developments in technology;
- Manage the provision of ICT technical support and services within school;
- To lead the redevelopment of the ICT infrastructure of the school when the school rebuilding project commences;
- Provide support, training and coaching for staff to upskill and enable access to systems to maximise student learning and improve delivery whilst reducing workload for staff.

Specific Responsibilities:

Strategic

- To produce and implement a rolling ICT Development Plan in consultation with the Head Teacher, SLT and Curriculum Team Leaders, in line with the school's developing needs, budget considerations, development in technology and potential efficiencies;
- Working with the leadership team on the vision for how technology can support and enable excellent teaching and learning.

Project Management

- To manage the IT section of the school rebuilding project;
- To manage the procurement and installation of new hardware and software;

Financial Management

- To manage the ICT budget including:
 - i. liaising with suppliers and contractors, obtain quotes and tenders for new contracts, ensuring best value and quality is achieved;
 - ii. Monitoring the budget on a monthly basis;
 - iii. Planning for future expenditure in line with the ICT Development plan;
 - iv. Overall responsibility for annual budget setting in conjunction with the School Business Manager.

Line Management

- Full line management of the IT and Reprographics Technicians including setting and monitoring of workload, performance management and annual appraisal process;

IT Operations Management

- Ensure new starters are equipped and leavers return all school property.
- To manage technical support for hardware, software and telephone system to all teaching and support departments within the school and to deal with problems and incidents effectively.
- To liaise with suppliers where appropriate for maintenance/repairs;
- Hold overall responsibility for technical maintenance and upkeep of the school's management information system and other applications and systems, e.g. the school's cashless catering system, school website etc.
- Ensure that all software used on school owned equipment is properly licenced.
- To keep a log of all warranties, support agreements and licences, ensuring that the school has appropriate support for all of its IT functions.
- To manage the day to day administration of the school networks including:
 - i. Adding and removing users from the system
 - ii. Maintaining network and internet security and ~~back-up~~ being responsible for the safe keeping and backup of the data stored on the network having regard to confidentiality and Data Protection legislation
 - iii. Monitoring the use of the network by staff and students ensuring staff and students comply with the school's Acceptable Use Policy, including the filtering of appropriate websites accessed via the school's internet connection.

Compliance

- To develop and maintain ICT policies and procedures;
- Ensure the school is GDPR compliant - liaising with the SBM and DPO as necessary.

Asset Management

- Manage the inventory of ICT equipment and ensure it is up to date, and equipment is well maintained and secure;

Training

- Co-ordinate and provide support, training and coaching for staff to upskill and enable access to systems to maximise student learning and improve delivery whilst reducing workload for staff;

Health and Safety Responsibilities

All employees have the responsibility

1. To comply with safety rules and procedures laid down in their area of activity.
2. To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
3. To use protective clothing or equipment as may be provided.
4. To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
5. To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.
6. To ensure that the school meets all its obligations regarding online & e-safety and the wider issues of child protection.

To perform any other duties as may be reasonably required within the general scope of this post.

This job description and the allocation of particular responsibilities may be amended from time to time.



Person Specification – ICT Manager

Education and Qualifications

Essential

- Proven good standard of numeracy and literacy;
- Professional qualification in Computing and IT to degree level or equivalent

Desirable

- Additional professional qualification in IT, e.g. MCSE, ITIL

Experience & Knowledge requirements

Essential

- Considerable technical experience and expertise across a broad spectrum of IT considerations, applications and areas;
- Experience of working in a school or educational setting;
- Significant IT Management experience leading an IT support function in a large or medium sized commercial or educational setting;
- Experience of managing significant change projects;
- Skill in working with senior leaders in the vision of how technology can support and enable excellent teaching and learning;
- Understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with a proven technical background in desktop computers, peripherals, software and other hardware;
- Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation;
- Understanding and experience in working within GDPR legislation
- Knowledge and understanding of budget management, including control, monitoring and setting;
- Experience of dealing with partners and suppliers in the procurement of IT products and services;
- Strong end user IT skills: including use of Microsoft Office, Word, Excel, Outlook and database systems;
- Experience of managing a team, team leadership and performance management with the ability to motivate staff, set priorities and targets to meet service standards and deadlines;
- Knowledge of Safeguarding, Child Protection & E-Safety.

Desirable

- Experience of working with School Information Management Systems (e.g. SIMS / FMS)
- Knowledge of managing a school website.

Skills & Abilities

Essential

- Management/supervisory skills: the ability to lead and work with a team and foster a 'can-do' approach, championing a customer focused environment
- Innovative and adaptable, with the capacity to inspire confidence and to lead others
- Ability to prioritise work, cope with competing deadlines, and work on own initiative to anticipate future requirements, using excellent planning and organisation skills;
- Effective leadership and management skills, demonstrating success in building, maintaining and leading others, working in partnership and delivering to a shared goal.
- Excellent communication skills with the ability to articulate technical ideas to non-technical people, both verbally and in writing, forging strong and effective working relationships with colleagues, team members and outside agencies;
- Ability to influence and negotiate successfully with a range of stakeholders, with tact and diplomacy;
- Able to self-lead, develop and motivate to achieve goals;
- Ability to analyse and interpret key data to formulate solutions, developing plans over the medium to long term, thinking strategically and anticipating risks, opportunities and obstacles;
- Ability to perform the physical tasks required by the post;
- Calm working under pressure to tight deadlines, with resilience, reliability and commitment;
- Flexibility, and a solution-focused approach
- Ability to maintain confidentiality.

Other

Essential

- Willingness to undertake training as required and a commitment to continuous personal development;
- Interest and enthusiasm for working in an educational setting to ensure the best outcome for students