

JOB DESCRIPTION

Job Title: ICT Systems Manager	Grade: SR7 (39-41)
Section: IT	Hours: 37 Hours per week 52 weeks a year
Department: Support	Terms of employment: Permanent

JOB PURPOSE

To strategically lead, manage and support all technical aspects of curriculum and administrative ICT in the school, keeping the school at the forefront of ICT.

DESIGNATION OF POST AND POSITION WITHIN THE STRUCTURE

School Business Manager

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ICT Systems Manager

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ICT Support Team

MAIN DUTIES AND RESPONSIBILITIES

- Maintain and develop an efficient, effective, safe & reliable ICT service to the school for both teaching and learning and administration.
- To develop and oversee the VLE and the schools website
- Develop and implement policies, procedures and record keeping in relation to the provision of the ICT service, storage and back up and safety of systems as well as any other relevant processes.
- Manage software, licenses & contracts and ensure there is a program of review and renewal liaising with staff as appropriate
- Line manage the school's ICT technicians and their development to deliver a high quality service
- Provide support for the Virtual Learning Environment (V.L.E.) as required
- Ensure all current and planned web-based technologies remain fully operational and up to date
- Manage the day-to-day maintenance of the school's computer systems
- Project manage the installation of all new computer hardware & software as required, enabling the delivery of ICT to all operational areas
- Oversee reprographics, including managing and monitoring contracts and line managing Reprographics Technicians
- Develop and maintain an efficient and effective telephone system
- Plan, manage user access rights and permissions to the school network and ensure personal information is dealt with strictly in accordance with the Data Protection Act 1998. Monitor, access and report any breaches of policy to the principal
- Take responsibility for back-up systems and disaster contingencies as they affect the administration and curriculum networks
- Be responsible for the strategic development of the ICT service in the school, taking into account the budget constraints and requirements of the school community
- Develop medium and long term coordinated planning to keep the school up to date with the developments in ICT (including network, servers ,storage, applications and management tools) maximising investment and ensuring efficient deployment of resources
- Support the full range of financial planning for ICT, through the identification, planning and costing of all future developments and upgrades, including procurement
- Assist the Business Manager in preparing bids and tenders for projects relating to ICT
- Under the direction of the Business Manager control the relevant delegated IT budgets ensuring best value principals are applied.

- Advise SLT and the Teaching & Learning Team on emerging technologies and the implementation of ICT policies and procedures
- Act as technical lead for all planned ICT works/projects and liaison with external contractors as required
- Support all staff with ICT related problems and training where necessary
- Maintain the school's computer inventory and computer audits
- Carry out any other duties compatible with the nature of the post, as reasonably requested by the Principal

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: ICT Systems Manager
Section: IT
Department: Support Staff

KEY CRITERIA	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> Hold a recognised IT qualification such as MCSE or equivalent GCSE English and Maths (A*-C) Excellent ICT skills to MCP level 	<ul style="list-style-type: none"> Degree (or equivalent) in a related field Hold or working towards Cisco Certified Network Professional Qualification PRINCE2 Project Management Qualification ITIL Qualification VCP Certified
Competence Summary (Knowledge, Abilities, Skills, Experience)	<p>Knowledge and hands on experience with the following technologies and services:</p> <ul style="list-style-type: none"> Extensive experience of working in a production VMware environment. Storage solutions and technologies. Experience with internet filtering and security technologies. Cloud Technologies including Office 365 Server 2008r2 and Server 2012 Windows Desktop Support to a high level Exchange 2013 MS SQL Server 2008 or 2012 Core Microsoft Technologies including ADDS, Group Policy, DNS, DHCP. Networking (TCP/IP, VLANS, Network Design) Experience with implementing disaster recovery solutions. Experience of managing the lifecycle of workstations including the imaging, maintenance and innovation of devices on the estate. Relevant experience/skills/knowledge in ICT network management. 	<p>Experience with planning, deploying and maintaining a Windows 10 estate.</p> <p>Experience of expanding on premise services into the cloud.</p> <p>Experience with managing Apple OSX devices including integration with an AD network.</p> <p>Experience with managing Apple IOS devices using Apple Profile Manager.</p> <p>Experience with configuring and maintaining Lightspeed Rocket Internet Filter.</p> <p>Experience with maintaining and supporting SIMS.</p> <p>Relevant experience in installing network wiring and switches including router configuration in a secondary school, including the line management of ICT technicians.</p> <p>Update knowledge of current legislation and laws.</p> <p>Knowledge of ISO17799 security principles.</p> <p>Experience of implementing a migration of e-mail services from an on premise exchange system to Office 365.</p>

	<ul style="list-style-type: none"> • Relevant experience/skill/knowledge in ICT front line support. • Experience in procurement and budget management. • Strategic and operational understanding of ICT so to meet the developing needs of business or large school. • Implementing personally developed strategic plans to facilitate accelerated improvements in educational standards, or business output. • Maintaining and developing large IT networks and infrastructures • Fault finding and resolving problems (both software and hardware) on a daily basis • ICT experience of network capabilities, including network management, security and restoration of disaster recovery, web management and other issues. • An excellent record of punctuality and reliability 	<ul style="list-style-type: none"> • Virtual Learning Environment (VLE) - Moodle • A detailed understanding of the e-learning agenda in education • Experience of developing websites
Personal attributes	<ul style="list-style-type: none"> • The ability to work efficiently, multi-task, prioritise and stay calm under pressure • The ability to delegate and ask for assistance when required. • Excellent communication skills with the ability to maintain positive interaction between staff and students and to explain computer systems and procedures in simple terms • Maintains updated knowledge of current legislation and laws. • Desire to keep abreast of the latest technological advances • Willingness to learn new skills and gain further qualifications • Possession of integrity and ability to maintain confidentiality An excellent record of punctuality and reliability 	
Special Circumstances	<ul style="list-style-type: none"> • Flexible and adaptable to the needs of the school on a daily basis including the ability to work outside of normal school hours and outside of term time as required 	