Exeter School

Exeter School invites applications for the post of

**INFORMATION MANAGER**

***Applications will close at midday on 15th November.***

***Interviews will be held in late November.***

***Employment to start in January (or earlier if possible).***

Exeter School is an independent, fee-paying, co-educational school for ages 7-18, with 920 pupils. The School has an excellent record in the academic, sporting and extracurricular areas. It values its links with the local communities and many School facilities are used by local groups. It stands in 25 acres of ground in an open position less than a mile from the city centre. The School employs over 180 people.

The Information Manager at Exeter School plays the key role in the management of the schools various databases and associated communication systems. Any applicant must possess relevant data manipulation skills, along with a methodical approach to problem solving and a keen eye for detail. Prior experience in SQL server management is highly desirable.

This is a full-time position, working alongside an experienced Network Manager and ICT Support Technician.

**JOB DESCRIPTION**

Responsible to the Deputy Head (Co-curricular, Compliance and ICT).

This post has three main areas of responsibility:

* To be responsible for the day-to-day operation and management of data and communications systems.
* To contribute to the strategic direction of ICT systems at Exeter School and to plan a lead role in the implementation of the school ICT Development Plan.
* To seek to achieve overall savings and efficiencies across all ICT systems.

The principal tasks in each area of responsibility are:

**To be responsible for the day-to-day operation and management of data and communications systems.**

* To be responsible for the day-to-day operation and management of all data and communications systems across the school (including annual roll overs). Including, but not limited to:
	+ Whole School Management Information System (currently iSAMS)
	+ Alumni CRM and other systems (currently thankQ)
	+ School Database Server (currently Microsoft SQL Server)
	+ School Intranet (currently Firefly)
	+ School VLP (currently Planet eStream)
	+ School Website (currently Firefly based)
	+ Parent Portal (currently iSAMS)
	+ Photocopying and Print Management System (currently Uniflow)
	+ Accounting and Business Management Software (currently Sage 200)
	+ Other internal communications systems, including phones, CCTV, etc (currently Skype for Business, etc).
* To work to ensure the security, reliability and appropriate development of such systems.
* To be the chief point of contact with iSAMS, thankQ, Firefly, BT, O2, etc as required.
* To work with all administrative offices (including the Alumni Office and the Director of Alumni Relations, and the Accounts Office) to ensure that these offices, and the school as a whole, obtain maximum benefit (in terms of improved service and in efficiency savings) from such systems and services.
* To work across Senior and Junior schools to ensure maximum benefit to all academic and pastoral staff from such systems and services.
* To provide appropriate training and advice/support to all staff (SMT, HODs, teachers – Senior and Junior Schools, and support staff) to ensure information and communication systems and services are sufficient, and to be alert to requirements for further development.
* To assist in the management of those administrative/support staff where their work involves responsibility for areas of ICT systems provision or support.

**To contribute to the strategic direction of ICT systems at Exeter school and to play a lead role in the implementation of the School’s ICT Development Plan.**

* To contribute to the annual production and review of the School’s ICT Development Plan.
* To work closely with the Network Manager to implement the School’s ICT Development Plan. Including the development and installation of site wide WiFi.
* To produce appropriate and timely briefings for the School Senior Management Team both with regard to day-to-day matters, and longer term strategic advice and planning.
* To provide advice and guidance to the Senior Management Team on the latest technological and other developments in management information and communication systems so as to take best advantage of improvements in order to run the School’s systems most effectively and to help ensure compliance with statutory regulations (e.g. Data Protection).
* To contribute to the professional review and development of the ICT support staff.

**To seek to achieve overall savings and efficiencies across all ICT systems (the annually reviewed ICT Development Plan informs the annual ICT budgeting process).**

* To review annual spending (with the Deputy Head (Co-curricular, Compliance and ICT) and Network Manager) on all ICT spending and to make recommendations (via the ICT Development Plan) to seek to achieve overall efficiencies and savings.
* To be a member of the ICT Budget Committee to review Departmental ICT budget spending across the school; providing technical advice as appropriate.
* To provide (along with the Network Manager) advice and early warnings to assist with medium term and long term financial planning on ICT matters.

**REMUNERATION**

The salary range is £40-45K subject to qualifications and experience. This is reviewed on 1st September annually, in common with all Exeter School employees.Salary is paidin arrears via BACS to a nominated account at monthly intervals by the last day of the month.

**HOURS OF WORK**

Normal hours of work are between 8.30 a.m. to 5.00 pm, Monday to Friday, inclusive. You are entitled to a 1 hour lunch break. Some weekend and evening work will be required.

**HOLIDAYS**

22 working days’ paid holidays, in addition to Public Holidays during term time. The working days’ holidays must be taken outside term time. The holiday year runs from 1st September to 31st August.

**PENSION**

The post holder will be eligible to join theSchool’s group personal pension scheme after three months in post. Currently, the School contributes 8% of salary (13.5% after five years), and the employee 3.5% (6% after five years).

**SICKNESS ABSENCE**

Statutory Sick Pay will be paid subject to the following conditions: for absences of seven or fewer calendar days, a completed self-certification form is required; for absences of more than seven days a fit note stating the nature and likely duration of the sickness is to be obtained by the eighth day of absence and sent to the Bursary. For the purpose of calculating statutory sick pay, ‘qualifying days’ are those days on which the employee is normally required to work.

**CHILD PROTECTION**

Exeter School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, appropriate to the post, including checks with past employers and the Disclosure and Barring Service.