**JOB DESCRIPTION and Person Specification**

**JOB TITLE:** ICT Manager

**RESPONSIBLE TO:** Business Manager / Headteacher

**RESPONSIBLE FOR:** ICT apprentice (in future)

**JOB PURPOSE:** To manage the school’s computer network, website and to provide technical support to ICT users throughout the school

**Hours of Work: 7-3pm or 8-4pm Term Time Only plus inset days**

**Salary: SCP 14-17 17,060-18,126**

**Main duties and responsibilities**

1. To undertake the management of the school’s networked and stand-alone computers in line with the school’s ICT policy.
2. To update, organise and maintain the school’s website in easy to access way.
3. To manage the work of any ICT apprentices (in future)
4. To maintain the school’s e-mail system and Internet access.
5. To ensure all ICT equipment across the school is in good working order and operating efficiently.
6. To provide first line support solutions for all employees and students at the school.
7. To provide school related ICT support to other groups and people such as parents and governors when required.
8. To work in partnership with the key providers of ICT solutions within the School.
9. To monitor the use of ICT equipment to ensure that it is in good working order. Well maintained and used appropriately by the students.
10. Maintain and repair ICT-related equipment in all areas including screens and AV.
11. Maintain stock records and inform the Business Manager when resources are running low.
12. Help receive ICT goods into the School and to check delivered items against delivery notes/invoices.
13. Assist with requisition lists and ordering supplies.
14. To liaise regularly with ICT partners to ensure the smooth running of all ICT systems within the school.
15. To carry out installation and maintenance of hardware and software. To develop and carry out the preventative measures to protect the school’s curriculum computers including performing regular back up operations, maintaining security systems, maintaining up-to-date virus protection and ensuring regular electrical testing of equipment is carried out.
16. To identify potential problems with ICT hardware and software and to rectify the problems. To assist staff in solving ICT problems. To liaise with external companies and appropriate staff operating maintenance contracts and to arrange for repairs as necessary.
17. To assist with the development of the school’s ICT policy, under the direction of the Business Manager. To advise on the purchase of hardware, software and consumables in line with the school’s policy and agreed budget provision.
18. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
19. To undertake any other duties of a similar level and responsibility as may be required.

Person Specification

As the appointed applicant, you will be required to maintain, support and develop all aspects of the school's ICT infrastructure, both hardware and software, to help to provide a reliable and satisfying ICT service to all users within the school.

We are a new school that will be expanding and as we do there will be opportunities for this role to expand as well.  
  
  
As the successful applicant, you must have working knowledge and understanding of:   
-Microsoft Server and Workstation operating systems, including Active Directory, User Management and Group Policies   
- MS Office 2010   
- IP networking and wireless systems   
- Workstation software rollout using Ghost   
- PC hardware   
- Printers, whiteboards, projectors and other peripherals   
  
If you have the above attributes and are looking to work in a supportive special school environment

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| **Attributes** | **Essential** | **Preferred** |
| **Education/Qualifications** | HND/HNC – Computer  Studies | Recognised qualifications  in:  (i) Network Management  (ii) PC Maintenance and  Repair. |
| **Experience** | Minimum of 3 years  relevant experience  Experience of Local Area  Networks | Previous experience of  Network Management  Experience of school related  software e.g.  SIMS, Key Solutions,  curriculum-related  packages  Experience of supervision  of staff |
| **Skills/Knowledge/**  **Aptitude** | Ability to work  collaboratively with  colleagues throughout the  school  Ability to communicate  effectively with colleagues  and pupils  Ability to provide training  and support on ICT  packages  Understanding of the use  of ICT in a classroom  setting  Good analytical and  problem solving skills  Good standard of  administrative skills  Ability to prioritise and plan on a daily/weekly/termly basis | Previous experience of  using ICT in an  educational setting  Evidence of further  professional development  in the ICT field |
| **Motivation** | Ability to work without  supervision and able to  prioritise work  Willingness to undertake  further training |  |
| **Physical** | Ability to lift/move  computer equipment  Ability to reach  inaccessible areas for  installation and  maintenance of equipment |  |
| **Other** | Flexibility | Good Sense of Humour |