



JOB DESCRIPTION: IT MANAGER

The key focus of this role is to provide a high level of technical support and assume overall responsibility for all ICT systems, software, processes, hardware and equipment, including their management and maintenance. In addition, the postholder will be required to ensure that the IT systems are readily available for use by pupils and staff and to develop existing systems to provide new, faster and better services for the whole school. The postholder reports directly to the Director of Finance and Operations.

DUTIES AND RESPONSIBILITIES

- To devise an ICT development strategy for the school, including use of PCs, laptops, mobile devices, network infrastructure and network appliances.
- To train, manage and support any IT Technicians in providing IT support and maintenance services to the school users.
- To ensure and manage the configuration and installation of new software onto the network and to maintain existing installations.
- To prepare a specification for, procure, build, configure and install a wide variety of computer hardware into the school such as printers and monitors.
- To ensure that all ICT licenses are appropriate, adequate and up- to-date.
- To provide regular monitoring reports to the appropriate members of the Senior School Management and/or the Governing Body and related support staff.
- To develop and enhance ICT services and implement new Policies that enhance network security and allow the implementation of new services.
- To ensure that all those involved with the ICT network have a sound understanding of the Computer Misuse Act.
- To develop systems and operating procedures so that there is a clear fault-finding support system to ensure that problems are swiftly identified and resolved.

- To update and maintain each individual school website, e-mail and intranet systems, as instructed by Senior Management.
- To maintain a comprehensive, up-to-date ICT asset register, ensuring that equipment is disposed of appropriately and in-line with legislation.
- To develop a quality assurance programme for all software, and ensure that there is a clear service level agreement for the provision of ICT support to serve within the school.
- To ensure that any new staff, volunteers, etc. have appropriate access to the schools' network, and any relevant software/programmes to enable them to carry out their role effectively.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

SALARY AND BENEFITS

The post is full-time. A competitive salary is offered, dependent upon experience and qualifications. Free lunches are available during term time and free car parking is available on the school site.

APPLICATION PROCESS

Applicants are asked to submit a completed application form via the school (www.olab.org.uk) or TES website (www.tes.com/jobs)* no later than Sunday 16th December 2018. The successful applicant will be required to undergo an Enhanced DBS check for this post.

*The on-line equal opportunities monitoring form is not compulsory or seen by anyone involved in the shortlisting process.

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.