JOB DESCRIPTION

Job Title:	IT Manager
Salary	37.5 hours per week - £28500 pa
Reports to:	Business Manager

IT Manager with enthusiasm, a passion for IT and excellent organisational and communication skills is required for Kingsley School in North Devon.

Previous experience of working in an IT Management position is essential for this role.

As the IT Manager your key day to day responsibilities will include trouble shooting, monitoring and maintaining the school's IT infrastructure, and responding quickly in an appropriate manner to all requests for IT assistance or support.   You will be in sole charge of the IT support desk so it's important that you are confident in dealing with the above. Alongside this you will be responsible for coordinating, planning, and leading computer-related activities at Kingsley School. Determining the IT needs and implementing computer systems to fulfil the schools information systems requirements.

The school has a Microsoft based IT environment making full use of cloud-based infrastructure including the Office 365 suite. The department supports a mixture of servers, workstations, laptops, tablets, printers and interactive whiteboards.

Responsibilities

- Manage the schools information technology and computer systems

- Plan, organize, control and evaluate IT and electronic data operations

- Design, develop, implement and coordinate systems, policies and procedures

- Ensure security of data, network access and backup systems

- Act in alignment with user needs and system functionality to contribute to organizational policy

- Identify problematic areas and implement strategic solutions in time

- Ensure GDPR compliance as the Kingsley School Data Protection Officer

- Audit systems and assess their outcomes

- Preserve assets, information security and control structures

- Handle annual budget and ensure cost effectiveness

- Undertake any other reasonable duties commensurate the post as required by your line manager

CANDIDATE REQUIREMENTS

As the IT Manager you will have the following skills and experience:

- Previous experience of working in IT Management is essential

- Understanding of computer hardware and software in a Windows 10 environment, and an ability to diagnose faults and carry out first line repairs

- Experience of Windows IT networks

- Passion and enthusiasm for IT

- Excellent organisational and communication skills

- Working knowledge of Microsoft Office 365 suite

- Experience supporting a variety of servers and devices

Personal Qualities

- Able to work individually and in a team

- Ability to communicate with people at all levels

- Good communication and people skills

- Well organised and works to a high degree of accuracy

- Focussed on providing good customer service

- Aptitude for problem solving

- A self-starter / possesses initiative

- Able to act in a calm and practical manner under pressure

- Reliability in matters of confidentiality

- Ability to work effectively and independently without daily supervision

Desirable knowledge and skills for this position

- Experience using website content management systems
- Experience of Mac OS and Android operation systems

Demonstration of Operational Effectiveness

- Ability to follow instructions with a minimum of guidance and carry out daily tasks using own initiative
- Proactively aware of events within the school, and seeking information from relevant staff
- Taking charge of appropriate stock control and ordering
- Carrying out maintenance activities without instruction
- Able to resolve problems quickly and efficiently
- Keeping up to date with professional development, attending relevant training to maintain up to date knowledge of subject area/technical area