THE
PORTSMOUTH
GRAMMAR
SCHOOL

Job Title	**Head of ICT Services**
Line Manager:	**The Bursar**
Contract:	**Full-time, year round**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. This is an exciting opportunity to lead the ICT Services team and be instrumental in developing the IT provision across the school, working closely with the Senior Management Team.

The post is full time, year round and the hours of work will be 37.5 per week, normally from 08.30 – 16.30, Monday – Friday with a 30-minute unpaid lunchbreak each day. Some flexibility with hours will be required to meet the needs of the role including occasional attendance at evenings or weekends.

The Role

We are seeking to appoint an inspirational leader to manage the ICT Services department. The Head of ICT Services is responsible to the Bursar for the management of the Schools' ICT systems for teaching, administration and communications, and will work closely with members of the IT Strategy Group to advise about all aspects of communications and ICT policy and provision. In addition to managing effective and efficient IT support to teaching and learning and to administrative departments, he/she is expected to take a strategic view of longer-term developments and provide guidance to the Senior Management Team regarding the development of communications and ICT.

The successful candidate will be an IT professional with extensive experience in a management position, strong project planning and management abilities, excellent communication skills, strong staff management expertise and with the 'people skills' to inspire, motivate and challenge. This role will suit individuals with a strong IT technical background seeking to apply that knowledge to providing business facing solutions and services to a demanding and varied user community.

The individual should be looking for the challenges of a strategic role but in addition have the ability and flexibility to deal with operational matters.

MAIN RESPONSIBILITIES:

Strategic development and implementation

- Be aware of trends and changes in the use of technology both within education and the wider world and to ensure that the school responds to these developments appropriately.

- Develop investment plans and a project roadmap to deliver controlled and planned change into the technical architecture.

- Work with key stakeholders to understand and facilitate the adoption of new and innovative solutions to enhance the teaching and learning environment, and help deliver operational efficiencies across the organisation.

- Provide guidance and support to the IT Strategy Group to develop and implement a successful IT strategy.

Leadership and Management

- Provide an active contribution to the Digital Learning Group and the IT Group.

- To lead, motivate and line manage the members of the ICT Services Team, with appropriate support and setting of objectives.

- To ensure that an excellent level of service is provided by the ICT Services team to pupils and all academic and administrative staff, with effective and proactive communication of IT developments or issues.

- Plan, manage and review IT projects at all levels with a particular responsibility for the delivery of projects with high business impact.

- In partnership with team members identify areas of potential development as well as areas of potential business risk.

- Ensure that the school's systems are fit for purpose, robust and secure, and that regular testing against cyber-attack is conducted and certified.

- Be responsible for managing the schools telephone systems and mobile phones provision.

- Produce reports as required to the SMT and Governing Body, and attend Governing Body Committees or SMT meetings as required.

- Take responsibility for other projects as agreed with the Bursar.

Budget Management

- To manage the ICT budget, ensuring that expenditure remains within the annual limits agreed with the Bursar.

- Assisting/advising other departments or colleagues to identify and understand their IT equipment and software requirements.

- Develop and implement day-to-day budgetary management and monitoring procedures for in-year expenditure, reporting to the Bursar as necessary.

- Manage the effective procurement of IT products and services including those relating to software, hardware, internet services, cloud storage, printing and copying, and telecommunications.

Compliance

- Keep up to date with legislation in relation to the General Data Protection Regulations (2018) and ensure that all requirements of the legislation in relation to storage and security of digital data are met.

- Hold delegated responsibility for appropriate legislation and compliance for example in terms of intellectual property, software licensing, copyright etc.

- Ensure full compliance with all Health & Safety regulations and good practice of all those staff working within the ICT Services department.

- Be responsible for PAT requirements, ensuring that testing and record keeping is maintained, assisted where necessary by the Estates Team.

- Be responsible for some, and contribute to the revision of all IT policies and procedures, so that these are updated and developed to ensure their consistent application across the School.

General

- To work with colleagues to explore opportunities to work with local and wider communities, supporting them through the school's expertise with the use of technology.

- Support the various functional heads of department across the school, to help improve efficiencies in operation through enhanced use of systems.

- Remain up-to-date with developments in IT and keep abreast with relevant legislation.

- Attend all safeguarding and other training required by the school

- Carry out any other duties as may reasonably be requested by the Bursar.

These duties and responsibilities are intended as a guide. They are not exhaustive: the employee will be expected to undertake any reasonable task or responsibility as required by their line manager.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications and technical skills	Undergraduate degree or equivalent. Appropriate qualifications and/or experience across relevant IT disciplines. Knowledge of the following: • Google and Apple operating systems and software packages; • Microsoft systems including Windows Server, 7, 10, Office 365 and Active Directory; • Hyper-V; • SQL Server; • Veeam backup; • Wireless technologies	Post graduate qualifications and/or training.

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience	Extensive and demonstrably successful professional experience in IT. Extensive experience of leading and managing teams. Extensive experience in developing, planning and implementing projects to deliver technology based solutions/services. Hands on knowledge of technologies used in a typical environment (e.g. firewalls, networking, data security, SAN, VM, MIS) Demonstrable understanding/ conceptual knowledge of software applications, web technology, network operating systems and configuration of web services. Experience in the management of managed print services. Knowledge and management experience of telephony systems.	Experience in developing technology proposals that include technical, financial and integration perspectives. Experience working in an educational or training institution (e.g. a university or a school).
Ability / skills	Strong project management skills, and the ability to successfully plan, implement and lead complex projects. Excellent communication skills with evidence of establishing effective communication within teams and with other internal groups and school communities. Strong people-management and leadership skills and experience. High level strategic planning and organizational skills, including forward planning and forecasting. Numerate and confident in handling financial data. The ability to work independently and imaginatively, and also as a part of a team. The ability to manage a diverse workload within tight deadlines.	Awareness and understanding of safeguarding and welfare of children.
Personal Attributes	Flexible with a 'can-do' approach. Ability to build strong relationships with key staff and diverse communities across the School. Ability to understand and adapt to the culture of an independent day school. Strong team player. An exemplary degree of personal integrity, confidentiality and maturity. The credibility to represent the School externally. An exemplary attendance record in past and present employment.	A willingness to be involved in the wider life of the School.

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance. Support staff are usually required to take their holiday entitlement during the school holidays and not during PGS term times.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section.

Informal queries regarding the vacancy are welcome at HR@pgs.org.uk – please attach a CV.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Head, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

Applications will be considered as they are received and shortlisted candidates will be contacted directly regarding arrangements for interview. We anticipate interviews will be scheduled w/c 29 April 2019 and therefore the closing date for applications will be noon 24 April 2019.

March 2019