



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – IT NETWORK AND SYSTEMS MANAGER

The Post:	<p>We require a well-qualified, experienced, highly motivated individual to fulfil this demanding post. The school is well resourced and depends upon the use of IT to support effective whole school leadership and management and crucially, to support engaging and challenging teaching and learning in the classroom. The purpose of the role is to deliver and support transformational IT services throughout, providing staff, students and other stakeholders with an outstanding IT experience. The strategic needs of the school have resulted in a 5 year IT strategy which has seen the recent installation of a new wifi system, and pending projects include managed print solution upgrade, a migration from Google to Microsoft as a trust wide Single Central Enterprise Platform solution and a potential main server refresh, along with ongoing developments for staff and student provision.</p> <p>The person appointed will ideally have experience in an educational environment and evidence of a previous or current leadership role with experience of line-managing staff. They will need to be able to work effectively with all members of the school community, students, technicians, governors, administrative and teaching staff. The person appointed must be committed to promoting and safeguarding the welfare of the students at the school.</p>
Grade: Hours: Responsible to:	<p>Pay scale 36 (£40,578)</p> <p>Full time, 36.5 hours a week Monday – Thursday 8:00 – 16:00, Friday 8:00 – 15:00 (full-time) inc.30min lunch break.</p> <p>Deputy Headteacher</p>
Main Purpose:	<ul style="list-style-type: none"> ▪ To ensure there is a reliable IT system across the site. ▪ To ensure strategic leadership, organisation and smooth running of the IT technical support team consisting of a Senior technician and technician. ▪ Liaising with the Senior Leadership Team to implement site wide measures which maintain the quality of performance of the hardware and software whilst taking every opportunity to reduce expenditure.
General Duties:	<ul style="list-style-type: none"> ▪ Manage the day-to-day maintenance of the school's computer systems, including Active Directory. ▪ Management of school server infrastructure including virtualization technologies and cloud based systems. ▪ Manage the performance monitoring of IT resources and perform advanced diagnosis and resolution of network infrastructure, software and hardware faults ▪ Manage the Service Level Agreements and support including IT Security and efficient use of resources. ▪ Management of the school's curriculum and administration IT needs to include Microsoft technologies such as Active Directory, Windows Development Services, Service Certified Configuration Manager and Windows Server Update Services, SharePoint, Microsoft (Office 365) and Azure. ▪ Manage and implement the installation of all new computer software as required, enabling the delivery of IT to all curriculum areas. ▪ Manage the installation of all new computer hardware including wireless, fibre optic, CAT5/6 networks, electrics and external projects, as required.

- Project management of all planned IT works including liaison with external contractors.
- Management of MIS updates, installs, user accounts, permissions and support, currently SIMS.
- Management of school website content and development. (WordPress).
- Strategic planning for maintenance & development of the network & associated facilities, including the research and evaluation of new technologies as appropriate to the school's needs.
- Ensure that the IT service meets the School's strategic vision and need, including accountability for the IT budget.
- Responsibility for backup systems and disaster contingencies as they affect the administration and curriculum networks. (REDSTOR and NAS)
- Arrange for the repair of hardware faults with outside agencies.
- Liaising with appropriate suppliers re: purchasing requirements and Licensing.
- Responsibility for purchasing and reconciliation of all invoices for the IT Dept.
- Implementation, management, support and further development of Google Suite (mail, drive, classroom, site etc).
- Management and development of the school Learning Platform, currently Moodle
- Management of school tablets, mobile devices and other e-technologies and the secure and appropriate extension of the network to personal mobile devices.
- Responsible for curriculum IT developments and administrative developments.
- Responsibility for Data protection in relation to the usage of all IT systems.
- Responsibility for Firewall administration (Smoothwall), anti-virus updates (SOPHOS) and overall responsibility for the school's IT security and network integrity, to include the monitoring of E-Safety.
- Responsibility for the telephone system and bills. (Panasonic PBX VOIP)
- Responsibility for mobile phones and bills.
- Responsibility for photocopiers, liaising with managed print supplier.
- Liaison with appropriate Trust colleagues and outside agencies.
- Manage appropriate technical support to curriculum and administration networks
- Assist staff with IT related problems.
- Line Manage the schools IT Support Staff.
- Provide group, or one-to-one in-house training for staff.
- Responsibility for maintaining the school's computer inventory.
- Responsibility for correct disposal of redundant equipment.
- Responsibility for identifying future requirements, developments and upgrades of the IT infrastructure.
- Responsibility for financial management and IT strategic development planning, with support from Senior Leadership Team.
- Undertake available training opportunities and demonstrate a commitment to continuous development for themselves and the IT team.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as appropriate.
- Able to communicate clearly both in written and verbal form.
- To carry out any other duties which may be requested by the Headmistress, which are commensurate with the grading and responsibility of the post.
- Management of school security systems including CCTV and door access control (Paxton Net2).
- To remain up to date with the Trust's policies, procedures and code of conduct and always uphold these
- To identify and undertake relevant training to enable continuing professional development, where resources allow
- To prepare for and proactively engage in the performance review cycle with your line manager and those you line manage

	<ul style="list-style-type: none"> ▪ To attend appropriate internal and external meetings, as directed by your line manager.
Support for the School:	<ul style="list-style-type: none"> ▪ To be aware of and comply with all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff. ▪ To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. ▪ To contribute to the school ethos, aims and development/improvement plan. ▪ To work as part of a team, appreciating and supporting the role of other people within the team. ▪ To attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> ▪ To ensure use of IT to full capacity in order to produce high quality documents. ▪ To organise and present information for reports in a variety of formats.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Mrs Amy Whittall
Headmistress
September 2022.