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***We are totally committed to the safeguarding of children and require an Enhanced DBS (Disclosure and Barring Service) Disclosure for all posts and appointments.***

**JOB DESCRIPTION**

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| **Job Title:** | IT Systems and Data Project Manager |
| **Responsible to:** | Headteacher/School Business Manager |
| **Working hours:** | 37 hours per week all year round (8.15am-4.15pm) |
| **Fixed Term:** | As soon as possible - 31 July 2021 |
| **Salary:** | NJC Grade F, Scale Point 24, £27,905 |
| **Closing date:** | 9am on Monday 14th October |
| **Interviews:** | To be held on Wednesday 16th October PM |

**Job Purpose**

**This is a transitional post needed to support The Park Community School at a vital stage of IT growth and development.  The school seeks the right candidate to lead on IT systems and Data strategy as we migrate from our current MIS to a cloud based system; ensuring operational efficiency and compliance.**

**Job Summary**

To lead and manage all aspects of the use of school data wide systems ensuring operational efficiency and compliance.   Ensuring systems are accessible to students, staff, governors, parents as applicable and ensuring all users are informed and equipped to use them efficiently and effectively.

Coordinating day to day operational IT requirements, including oversight of IT, telephony, printing, and CCTV functions the postholder will work closely with colleagues who are leading on premises and IT infrastructure developments and teaching and learning.

The post holder will project manage the school’s migration from our current MIS - SIMs to Bromcom during 19/20. This will involve data mapping; assessment for scope and scale of functional use; options appraisal; testing and planning for effective migration away from SIMs and third party software minimising disruption to colleagues and customers.

This role will also lead a review of our data infrastructure with a view to consolidating and cleansing data currently stored and to maximise the opportunity for workflow improvements,  data input efficiencies, and improving data storage and retention practices.

The postholder will lead on the implementation of  agreed improvements including revision of related policy and procedural documentation. Also supporting full operational use by providing support, training and resources for colleagues as needed whilst developing a plan for the school to achieve sustainable ICT support with embedded retention and security protocols for the 21/22 academic year and beyond.

**Main Duties**

* Oversight for operational effectiveness of Information systems and peripheral devices.
* Day-to-day coordination and resolution of technical support tickets referring to colleagues and 3rd party suppliers as appropriate.
* Proactive consultation with SLT and users to ascertain school priorities, areas for improvement and investment, to review options and to assist informed decisions.
* Advising on procurement, risk, security and infrastructure and leading implementation of new systems that will have a positive impact on the school’s KPIs.
* Development of training resources and delivery of training as needed.
* Improving data management and data retention for staff, student and customer records.
* Improve workflow to ensure student and staff user rights, permissions and communication settings are affected appropriately and in a timely manner.
* Provision of management information for SLT to make informed and timely decisions to assist planning and gain improved efficiencies, risk management and outcomes for teaching and learning.
* Fulfilment of software and hardware licensing laws.
* Maintain a detailed working knowledge of all areas of our MIS and keep abreast of new developments.
* Oversight of data infrastructure including an audit of both active and archive administrative data and review of data structures for accessibility, operational efficiency, reporting and retention
* Assist with data protection related procedures advising on and supporting with the most efficient methods of extraction, redaction, retention, etc.
* Real-time asset management for all ICT related hardware.

**Person Specification**

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| Category | Requirement | Essential/ Desirable |
| Education/Training | Relevant IT qualification such as (HND) in a relevant subject such as information technology,  computer science, software engineering, management sciences.  ISACA/COBIT Certificated Training  (Relevant equivalent experience may be acceptable. Please detail this fully in your application to be considered) | E  D |
| Knowledge | IT Risk Management Framework  Good comprehension of security and data security  Good comprehension of technical systems and related legislation  Good working knowledge of html and css  Good working knowledge of GDPR and Data Protection Legislation and SARs  Knowledge of G Suite | E  D  E  D  E  D  D |
| Experience | Track record of IT systems implementation related Project Mgmt  Technical experience in a range of hardware and software  Management of data security in LAN/WAN networks  Experience of delivering training  Experience of working in education settings  Experience of budget management and procurement | E  E  D  E  D  D |
| Skills | Analytical and problem solving skills  Strong technical skills  The ability to work well under pressure  Attention to detail  Effective Interpersonal and Communication Skills to a wide range of abilities  Good personal organisation and time management | E  E  E  E  E  E  E |
| Behaviours | Risk averse  Flexibility in working hours  Enjoys working as part of a team | E  E  E |