



**IT Manager  
Job Description**

**Responsible to:** The Bursar

**Job Purpose:**

- To be responsible for the day-to-day operations of the IT and AV across the school, covering essential maintenance routines, managing support requests from staff and parents, and for pupils, whilst working on ongoing projects.
- To provide support with regard to reporting, data extracts and imports, third-party system management and IT/AV in relation to a variety of school events.
- To develop and implement the School's IT strategy, as well as lead and manage new application installations.

**Key duties and responsibilities:**

Providing high quality and proactive IT support, guidance, delivery and share best practice throughout the School:

**1. Operational**

- Provide first-line support of school IT hardware and software and resolve issues for teaching and administrative staff;
- Set up and decommission IT resources following the School's procedures
- Responsible for the maintenance of IT policies, IT elements of other policies and up to date documentation on the IT systems;
- Ensure regular back-ups are done appropriately;
- Support use of AV facilities;
- Ensure appropriate IT and AV support is in place for school events and presentations, including live streaming and PA solutions;
- Lead, manage, service and support all systems in use ,IT services and infrastructure across the school.
- Liaise with other third parties (e.g. Wonde/Steer/SOCS/GL Assessment/CPOMS/Groupcall);
- Manage the IT budget expenditure in line with the School's finance and accounting procedures;
- Maintain accurate records, including asset registers (liaising with the School Accountant), software licences, service contracts, overall management of systems including O365, MIS (Engage) and MDM (JAMF), Access Control system (Inventory), Help Desk tickets and task lists;

- Ensure, in conjunction with the SLT, the school remains compliant with ISI criteria and legislation; including, but not exclusive to, internet filtering and data storage with respect to Keeping Children Safe in Education (KCSIE) documentation and General Data Protection Regulations;
- Communicate with parents on information system access issues e.g. Parent Portal access.
- Liaise with the Director of Studies for termly reporting.

## **2. Project and Development**

- Maintain, update and implement the School's IT strategy, in consultation with the Bursar, Head and SLT, based on the School's educational and business needs;
- Identify IT service improvements and provide suggestions on areas for improvement, including implementation steps;
- Plan for major developments of the IT service, and software and hardware, and project manage their upgrades and implementation;
- Following consultation with the Head of Computing, Bursar and SLT, draw up the proposed annual IT budget, recommending the priorities for spending and investment over the short, medium and long term;
- Maintenance of IT risk register.

## **3. General**

- Accountable for driving personal continued professional development;
- Communicate to staff, providing guidance and assistance as required so that users can optimise the use of the School's IT provision;
- Provide training to all stakeholders as necessary for their use of IT equipment and systems;
- Support the Schools' ethos, aims and strategic direction;
- Participate actively in the wider aspects of School life;
- Liaise with external suppliers and providers of contracts, products and services;
- Balance and prioritise competing areas and tasks on a day-to-day basis, whilst taking full advantage of our third-party suppliers and providers.

Flexibility is required with regard to duties and responsibilities. This is not an exhaustive list and there may from time to time be other matters that will be involved in the fulfilment of this role.

**Longacre School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Please note that employment will not commence until a satisfactory DBS clearance has been received. Longacre School is an equal opportunities employer.**