



## CUNDALL MANOR SCHOOL

### JOB DESCRIPTION

#### IT Manager

##### Role Purpose

To drive digital transformation forward, maintaining all aspects of IT for the school, providing all-encompassing 1<sup>st</sup> to 3<sup>rd</sup> line support.

Working in partnership with and being accountable to the Business Manager for managing the efficient and effective operation and planning of IT infrastructure across the school site, while providing hands-on IT support to staff and pupils across the school. The IT Manager will take the lead in the formulation and implementation of a digital strategy and development programme which will ensure that the School has a fully effective range of information technology systems at all times.

The IT Manager will provide technical expertise, leadership, creativity and problem-solving skills.

Responsible for all IT hardware and software, servers, storage management, security, disaster recovery and business continuity, the IT Manager will safeguard, develop and protect the School from a digital security perspective. Develop a multi-layer security policy and solution that does not restrict the School's ability to operate but does protect children, staff, and data from internal and external threats.

The rewards will include the ability to shape the IT strategy, manage, develop and implement new tools, hardware and software across the site, manage and control the IT budget, develop the skills of support staff and provide cutting edge business support.

##### Key Accountabilities

Area of accountability	Accountabilities
Leadership and Management of Others	<ul style="list-style-type: none"><li>• Lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors, parents and wider community, the vision, purpose and leadership of the school.</li><li>• To take full responsibility for all aspects of IT throughout the whole school.</li><li>• Line manage the Data Officer, ensuring they develop in their role and career.</li></ul>
Policy, Strategic Direction and Development	<ul style="list-style-type: none"><li>• Develop, maintain and promote a 5-year plan for IT across the whole school and keep these under regular review to ensure that policy and planning take account of the school's changing needs and are appropriate to the full range of pupils' needs.</li><li>• Research and procure new systems to ensure the school can maintain a high level of functionality.</li><li>• Ensure good working practices using technology are followed by all users.</li></ul>

	<ul style="list-style-type: none"> <li>• Assist the Leadership Team with the development and monitoring of policies and plans for the school as a whole to ensure that they take appropriate account of the IT.</li> <li>• Health and performance monitoring of the used technology.</li> <li>• IT disaster recovery plan design.</li> <li>• Advise the Head, Leadership Team and Governors on digital and technological developments to ensure that CMS stays at the forefront of educational and business information and communication technology.</li> <li>• Lead and provide training and development on GDPR and Cybersecurity requirements.</li> <li>• Plan, build, develop and maintain the school's IT infrastructure.</li> <li>• Manage connections between the data management system and other IT systems to keep information in sync – such as salamander and Wonde.</li> <li>• Provide advice and support for external contracts such as managed print and connectivity.</li> <li>• Support the IT provision used in teaching and learning (1<sup>st</sup> to 3<sup>rd</sup> line) including AV.</li> <li>• Develop and administer the servers and networking equipment, ensuring hardware is patched and secured against threats and provides as close to 100% uptime as is practically possible.</li> <li>• Maintain site documentation, including all aspects of the schools IT, such as network diagrams, licensing information and asset records.</li> <li>• Maintain a refresh program of the schools IT and digital assets.</li> <li>• Provide advise to the schools DPO when needed.</li> <li>• Provide the high level of confidentiality required in this senior position</li> <li>• Manage and maintain the schools IT and Data service desk function.</li> <li>• Maintain the schools VoIP telephone system.</li> <li>• Play an active role in developing school communications.</li> <li>• Manage, in conjunction with the Data Officer, the schools MIS System (Engage).</li> </ul>
<p>Personal and professional Development</p>	<ul style="list-style-type: none"> <li>• Regularly review your own practice, set personal targets and take responsibility for your own development.</li> <li>• Ensure that training needs within the phases are identified, appropriately met, and that all members of staff are active in their own personal and continuous professional development.</li> <li>• Provide initiatives to offer support, guidance, innovation and motivation to colleagues Annual Appraisal.</li> <li>• Take ownership of the formulation and delivery of digital strategy at Cundall Manor.</li> </ul>
<p>Resource Management</p>	<ul style="list-style-type: none"> <li>• Ensure that appropriate, well-maintained resources are available and identify future resource needs and aspirations for consideration in the school budget planning process.</li> <li>• Ensure accountability for the services, resources and information in line with the school's stated aims and ethos</li> <li>• Undertake health and safety audits, duties and responsibilities appropriate to the post to ensure satisfactory standards of health, safety and security are maintained in accordance with the school's legal obligations</li> </ul>

## Reporting

Reports to:	Business Manager
Line Manages:	Data Officer
Supports:	All staff and school users
Budget Management:	IT Budget

### Operational Details

<b>Contract</b>	Full time
<b>Hours</b>	08:30 – 17:00
<b>A/L</b>	30

## Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications	A bachelor's degree in Information Technology, Computer Science or a related field	Evidence of professional qualifications in IT related areas
Skills, Knowledge and Competencies	Administrative knowledge of Microsoft 365 and/or Google Workspace	Demonstrate a proven track record of digital transformation
Technical skills requirement:	Network management including routing, firewalls, VLANs and cabling	Experience working in IT within Education
<ul style="list-style-type: none"> <li>• Firewalls (Smoothwall)</li> <li>• Networking - LAN, WAN</li> <li>• Google Workspace administration</li> <li>• Active Directory/Group Policy</li> <li>• Microsoft Server, Windows 10/11</li> <li>• Virtualisation (Hyper-V)</li> <li>• Microsoft365/Azure</li> <li>• End Point Security-data loss prevention, AV</li> <li>• VoIP Telephony</li> <li>• MIS - Engage</li> </ul>	Windows enterprise desktop systems, troubleshooting, deployment and maintenance	5+ years' experience within IT support
	Windows server administration and deployment using Hyper-V	
	Management Information System knowledge	
	Ability to problem-solve and think strategically	
Attributes	Excellent literacy, numeracy, IT and communication skills	Safeguarding qualifications
	Proven ability to work strategically and to seek and implement creative solutions	Commitment to your own development and willingness to undertake further training and show evidence of continuing professional development
	Be prepared to undertake daily operational tasks as required	
	Experience and ability to use data effectively	
	Ability to work under pressure and to meet deadlines	
	Have excellent time management and organisational skills	
	Ability to cope with multiple demands shifting priorities and rapid change	

	A selfless, empowering and collaborative approach to management and continual professional development	
	Awareness of the importance of child protection and keeping young people safe from harm	
	Ability to be discreet and uphold confidentiality	
	Willing to play an active role in the life of the school	
	Work out of hours as and when events require it	
	Energy Drive Enthusiasm A positive manner	