



All Hallows Catholic High School

Job Description

ICT Manager (Grade 7 – Term Time Plus 3 Weeks)

PURPOSE OF THE ROLE

With guidance from the Senior Leader overseeing the School Network, develop and implement the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school, including the work of ICT technician(s).

ACCOUNTABILITIES/RESPONSIBILITIES – appropriate for this post:

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded ICT role.

Accountabilities/Responsibilities – appropriate for this post:

1. Develop school policies and procedures for the use of ICT within the school environment.
2. Manage the work of ICT Technicians to provide technical support to staff and pupils.
3. Identify school staff training issues and deliver appropriate training.
4. Create and manage all network user accounts, ensuring correct access rights and audit as required.
5. Ensure data stored on the system is current and out of date data archived.
6. Design and implement changes to the schools ICT software and hardware and liaise with senior leadership on the specifications of new software / hardware as appropriate.
7. Procure ICT equipment on behalf of the school which may include managing associated budget.
8. Oversee the filtering / monitoring safeguarding software where necessary and report as appropriate in line with school policy.
9. To work within school policies and procedures.
10. Advise teaching staff on the likely compatibility of new software / hardware, install software / hardware as requested by teaching staff, and maintain a record of all installations carried out.
11. Manage the ICT Network for a partner primary school.