ICT MANAGER

START DATE:	April 2019
HOURS:	24 hours (3 days a week), 43 weeks per year (term time plus 9 weeks)
RESPONSIBLE TO:	Business Manager
SALARY:	Dependent on experience, circa £28k - £32k for 43 weeks, to be prorated for part time hours worked
LOCATION:	Hurst Road, West Molesey KT8; Portsmouth Road, Cobham KT11 and Munro House, Portsmouth Road, Cobham.
CLOSING DATE:	22nd March 2019

Cobham Free School is looking for a hard-working, dependable and self-motivated individual to take on the role of ICT Manager at the school. The exact working hours to be agreed with the Business Manager.

JOB DESCRIPTION

To be responsible for the management, maintenance and development of all ICT equipment and the provision of technical advice and support for ICT curriculum related activities together with in house development and support for teaching and learning.

Main Responsibilities

Technical ICT Support

1. Install new software and hardware.
2. Secure, security code and ensure the safe set up of new equipment.
3. Set up equipment such as laptops, data projectors, interactive whiteboards, sound systems and other specialist ICT equipment, ensuring that systems are ready for use and operating correctly.
4. Deliver hardware and resources to work areas and classrooms as required.

Configuration & Installation

1. Assist in creating a structured approach to rolling out new hardware or software, including procurement, testing and assessing the needs of user training.

Server & Network Support

1. Perform basic diagnostic routines.
2. Work to and give guidance to others on the ICT acceptable use policy.
3. Perform checks to ensure that broadband connectivity is maintained.

Maintenance

1. Develop a maintenance schedule for all computer hardware, software and networks, and ensure

that it is followed.
2. Manage the structure of the school intranet and internal systems and contribute to their development of other e-learning solutions in line with BECTA guidance.
3. Support the implementation of MIS solutions as required.
4. Detect, diagnose and resolve most PC, printer and peripheral device faults.
5. Maintain electronic mail accounts and implement where appropriate.
6. Ensure school policy on staff and pupil access to data and files is implemented.
7. Provide advice, guidance and assistance to teachers, pupils and other members of staff on developing their use of ICT in school.
8. Under the guidance of a teacher use specialist skills and experience to support individuals or groups of pupils working on practical aspects of the course.
9. Produce material and equipment required for teaching as requested, including printing, downloading of support material, worksheets and help sheets.
10. Identify software, hardware and working practices required to fulfil the functional specification as defined by school staff.
11. Assist in planning and implementing changes to elements of the ICT service as required.
12. Take overall responsibility for the promotion and observance of a safe working environment in the specialist work area including risk assessments, review of safety procedures and distribution of safety information for all personnel using specialist work areas – including cleaners, where appropriate.
13. Ensure routine safety checks, including electrical tests, are carried out and appropriate records maintained.
14. Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements.

Administration & Supervision

1. Maintain an up-to-date inventory of ICT software and licences in school.
2. Order equipment and supplies to secure best value for goods and services.
3. Receive and check deliveries and associated invoices, notify the appropriate person of discrepancies.
4. Support the full range of financial planning for ICT, including purchase of larger items and help to estimate future budget requirements.
5. Provide management information as required.
6. Work with exams officer to provide ICT support for examinations as required.
7. Oversee the ICT supplier contract for the project and lead on the delivery of the ICT installation for Munro House.

Standard Duties

1. To be familiar with all school policies, data protection and health and safety and raise awareness

amongst staff and pupils.
2. To improve one's own practice through training observation, discussion with colleagues and performance management.
3. To keep abreast of current hardware and software developments and provide advice on the best product for a given task.
4. To attend and participate in meetings within the school as required.
5. To work flexibly and undertake other duties of an equivalent nature that may be required by the head of the department from time to time.

PERSON SPECIFICATION

- Computer literate
- Good standard of general education
- Attention to detail
- Honesty and discretion when handling confidential information
- Self motivated but equally work well in a team setting
- Enjoys solving problems

USEFUL KNOWLEDGE AND EXPERIENCE (DESIRABLE NOT ESSENTIAL)

- Chromebook experience
- Microsoft Windows 10
- Microsoft Server 2012 R2

The School operates a safe recruitment process - appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.