|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | | |
| **job title:** | | IT Manager |
| **grade:** | | Grade 7 (£23398 - £27668) - Starting point on the range will depend on ability and experience |
| **location:** | | Academy@Worden |
| **responsible to:** | | Director of Business and Finance |
| **Area responsible for:** | | ICT equipment and network infrastructure |
| To be a member of the support staff team with a specific responsibility for whole school management and maintenance of the IT equipment and network infrastructure with potential responsibility for the line management of an IT apprentice and other relevant support staff. | | |
| main activities | What the Postholder will actually do  What prescribed duties the postholder will have | |
| **Management of all ICT equipment & infrastructure network** | | |
| 1. In consultation with the SLT co-ordinate the planning, developing and organising of the school's IT network. In addition, design and implement changes to the schools IT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate. | | |
| 1. Undertake routine maintenance of all IT equipment. | | |
| 1. Ensure adherence to health and safety regulations in relation to IT equipment used by staff and pupils. | | |
| 1. Advise and guide the work of other technical support staff, ensuring that you and they have the required skills to provide technical support for teachers. | | |
| 1. Develop and implement plans to safely and securely store allocated resources / materials / equipment. | | |
| 1. Update records, including production of reports and analysis of information. Ensure data stored on the system is current and out of date data archived. 2. Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources. 3. Maintain a comprehensive database of all support requests. 4. Create and manage all network user accounts, ensuring correct access rights and audit as required. 5. Procure IT equipment on behalf of the school which may include managing associated budget and updating the IT asset register. 6. Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy. 7. Ensure that all levels of network security and encryption are applied to IT equipment and data both on and off site. Including the backup of server data to a secure location. 8. Maintain the schools physical and virtual servers and any other future server requirements. 9. Maintain the schools SQL server and database. 10. Ensure that the schools networks run effectively at all times. 11. Ensure that the schools wireless infrastructure runs effectively at all times. 12. Ensure that new technology can run effectively on the networks. | | |
| **School** | | |
| * To work within school policies and procedures. | | |
| * To contribute to the provision of an effective environment for learning. | | |
| * To support the promotion of positive relationships with parents and outside agencies. | | |
| * To attend skill training and participate in personal/performance development as required. | | |
| * To take care for their own and other people's health and safety. | | |
| * To undertake when needed any other reasonable duty in line with or below the grading for this job. | | |
| * To be aware of the confidential nature of issues. | | |
| **Agreed by:** Headteacher:  ICT Manager: | | |