

GOSFORD HILL SCHOOL



JOB DESCRIPTION

Post Title:	ICT Systems Manager
Accountable to:	Headteacher
Line Managed by:	Headteacher
Start Date:	
Hours:	37 hrs/wk. 52 weeks 08.00-16.00 (Mon-Thurs) 08.00-15.30 (Friday) Including a 30 min unpaid lunch break
Salary:	LGPS Grade 9

JOB PURPOSE

- To lead and manage the school ICT infrastructure and provide technical support to ICT users throughout the school.

OBJECTIVES

To be accountable for:

- Ensuring the continuous availability of Gosford Hill ICT Services.
- Provide technical support to Gosford Hill staff and students as required and solve problems quickly.
- Ensuring practices are safe, secure and compliant with GDPR, and promote e-safety.
- Lead the work of the ICT Technical Team.
- Advise and lead on the strategic development of Gosford Hill ICT services taking account of potential future developments in technology.

MAIN DUTIES

1. Networks, Servers and Printers

- Ensure continuous availability the network and dependent services, including MFD's.
- Ensure continuous access to internet facilities
- Maintain servers at appropriate levels of software
- Ensure integrity of server computers and apply virus detection facilities
- Ensure an adequate level of security and back-up
- Advise on and implement user access, control and accounting procedures
- Diagnose faults and refer to suppliers or other specialists as necessary.
- Liaise regularly with support staff team leaders, faculty and senior leaders to facilitate innovation and identify and rectify shortcomings in ICT facilities and services.
- Advise School Leadership on appropriate software and hardware development strategies.
- Delete and dispose of any illegal or unlicensed software on computers.
- Ensure continuous availability of MFD's across the school

2. Workstations, Stand-alone computers and laptops

- Oversee maintenance of computer equipment, ensuring maximum availability.
- Support the ICT technical team in undertaking local repairs where possible.
- Diagnose faults & refer to suppliers or other specialists as necessary.
- Advise on security and backup procedures.
- Ensure virus detection is available and working

3. Lead the ICT network team

- Organise work to include installing software components & upgrades as required; receiving, unpacking & installing new equipment; moving and setting up equipment as required.

- Have an operational understanding of our ICT Systems.
- Provide training to technicians as appropriate.
- Oversee the development of in-house systems

4. Managing and Oversight of ICT related Budgets

- Keep accurate and up to date inventories of equipment to inform budget planning on replacement
- Provide advice and prepare all ICT related budgets
- To oversee and manage the approved ICT budget plans

5. Other areas of responsibility

- Offer advice and guidance to other staff and students on computing related matters.
- Liaise with suppliers and contractors to ensure best service and value for money
- Record inventory of hardware and software, ensuring software is properly licensed
- Keep up to date with new products and technologies

Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School’s health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of the IT Technician.

Last updated: January 2018

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation