



JOB DESCRIPTION

1. POST TITLE: HEAD OF IT

37 hours per week 8.30am to 5.00pm Monday to Thursday
8.30am to 4.30pm on Friday

2. POST HOLDER: To be appointed

3. RELATIONSHIPS:

(a) **Line Manager:** The post holder reports to the Assistant Head (Digital Strategy).

(b) **Direct Reports:** The post holder will line manage 2 Assistant Network Managers and 3 managed solution technicians.

(c) **Key Colleagues:** The post-holder should expect to meet regularly with the Assistant Head (Digital Strategy), Bursar and the Data Manager and should liaise closely with the Heads and Senior Leadership Teams at both Schools.

(d) **Department Head:** As Head of IT the post holder is part of the Professional Services Leadership Team (PSLT) and will work with Heads of Department collectively to:

- provide mutual support to Heads of Department
- promote effective communication with Senior Leadership and between PSS and Teaching Departments and other colleagues.
- provide effective support to both Schools in a manner consistent with their aims and ethos.

4. JOB DESCRIPTION REVIEWS

This job description is a working reference document, to be reviewed as part of the post holder's annual PDR and revised as applicable, i.e. whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role.

Date job description last reviewed: October 2024

5. PURPOSE:

- (a) Support the Assistant Head (Digital Strategy) in defining and delivering an effective digital strategy, leading on the execution of the strategic plan.
- (b) Effectively manage the IT Systems at King Edward VI School, Southampton and King Edward VI Preparatory School, Romsey, to include networking, cybersecurity and cloud services, to ensure maximum uptime and efficiency.
- (c) Advise the School on future developments to enhance the IT provision throughout the School by keeping up to date with current and emerging trends and industry best practices.
- (d) Responsible for line managing the IT Support Team, ensuring efficient and effective support to staff and pupils.

5. DUTIES

- (a) Manage all aspects of the curriculum and administrative networks and associated systems, including the delegation of appropriate tasks to the IT Support Team to ensure effective support to staff and pupils.
- (b) Support effective future proof planning of the schools' networks and maintenance schedules for the networking components including but not limited to contributing to the regular network audits, preventative maintenance, capacity planning and monitoring and contingency plans.
- (c) Manage the IT infrastructure whether physical or virtual, on the school site or hosted off site.
- (d) Advise upon and monitor the application of all IT policies at the Schools.
- (e) Maintain and regularly review whole-school system contingency plans including Business Continuity and Disaster Recovery.
- (f) Develop and manage systems which are user friendly and ensure that all users receive appropriate assistance to enable them to use the systems effectively. This includes ensuring user accounts are effectively set-up and maintained and providing appropriate access to the networks.
- (g) Ensure that the infrastructure for servers, workstations, BYOD and other devices are planned and configured and that any issues regarding workstations or other systems or data are resolved in a timely and efficient manner.
- (h) Manage the security of the networks, this includes maintaining an awareness of current and future issues and advising the school on developments to ensure the security and integrity of the systems.
- (i) Ensure that all data is suitably stored and is accessible to appropriate users in line with up-to-date data protection legislation and the school's data retention strategy.

- (j) Ensure that all software is licensed, installed and configured and where appropriate staff are provided with training and support in the use of the software.
- (k) Ensure that inventories for hardware and software are current and that effective stock control systems are in place. This includes the ordering of supplies and resources in line with the school's replacement policy, ensuring that best value is obtained.
- (l) Manage programmes for the introduction and implementation of new systems, hardware and software.
- (m) Advanced troubleshooting, ensuring a consistent service level, identifying potential network issues.
- (n) Manage CCTV permissions, access and access logs.
- (o) Proactively investigate and evaluate new products or technologies that may be of benefit to the School, making recommendations to the Assistant Head (Digital Strategy) to include any advantages or consequences to consider.
- (p) Oversee the creation of relevant support documentation in order to assist all staff and pupils in the quick resolution of their help requests to enable users to become more self-sufficient.
- (q) Oversee the day-to-day activity of the helpdesk and ensure a consistent IT support service is delivered across the School to ensure down time is minimised for users.
- (r) Assist and provide cover for the Assistant Network Managers and Technicians as required.

6. GENERAL:

- (a) The post holder is responsible for promoting and safeguarding the welfare of children, to comply with the School's Child Protection Policy and to report to the Designated Safeguarding Lead or Heads any concerns relating to the safety or welfare of children.
- (b) The post holder must maintain a clean and safe work area, having regard to Health and Safety regulations and requirements generally and particularly in relation to their role.
- (c) This post carries a high level of sensitivity; the post holder must maintain strict confidentiality.

The post holder shall work with and assist other departments as required, time allowing and avoiding conflict with the post holder's principal responsibilities, and carry out any other reasonable task as identified by their line manager or the Bursar.

Signed: Dated:.....