

**SALE HIGH SCHOOL**

**IT Manager**

**Person Specification**

**Education and Qualifications**

Essential

* Proven good standard of numeracy and literacy
* Professional qualification in IT to degree level or equivalent

Desirable

* Additional professional qualification in IT, e.g. MCSE, ITIL

**Relevant Experience**

Essential

* Minimum of 2 years’ IT Management experience leading an IT support function in a large or medium sized commercial or educational setting;
* Strong end user IT skills: including use of Microsoft Office, Word, Excel, Outlook and database systems;
* Experience of dealing with partners and suppliers in the procurement of IT products and services;
* Experience of managing teams;
* Working under pressure to tight deadlines;
* Working collaboratively with colleagues/teams and an understanding of service delivery;
* Change management experience.
* Knowledge of Safeguarding, Child Protection & E- Safety.

Desirable

* Experience and understanding of educational settings
* Experience of working with either SIMS or CMIS/Progresso
* Knowledge of Website Design.

**Interpersonal Skills**

Essential

* Management/supervisory skills: the ability to lead a team and foster a ‘can-do’ approach
* Ability to communicate ideas effectively
* Flexibility, sense of humour, and a solution-focused approach
* Communication skills

**Other**

Essential

* Knowledge and understanding of developments in technology;
* Organisational skills;
* Time management;
* Attendance and punctuality;
* Ability to prioritise work, cope with competing deadlines, and work on own initiative to anticipate future requirements;
* Willingness to undertake training as required;
* Interest and enthusiasm for working in an educational setting.

September 2017