



NEWSTEAD WOOD SCHOOL

JOB DESCRIPTION

Position: IT Manager

Line Manager: School Business Manager

Job Purpose

- To be responsible for the development, operation, management and maintenance of the School's ICT infrastructure, including all computers, interactive whiteboards, projectors, computer networks and resources, within the School, providing effective multi-media resources to staff and students
- To lead the work of a team of ICT staff, designing and implementing new systems that enhance learning, develop administration and provide 21st century communication and management
- To develop effective relationships with staff and students across the School that assesses and responds to their needs, providing them with support in their use of the network and equipment resulting in higher standards of systems and resource use
- To take account of and fulfil the ongoing system development requirements of School policy and practice

Key Duties

All duties associated with this role require the highest standards of professionalism at all times in terms of manner, conduct and appearance. This role also demands high levels of literacy competency as all written communication must be in Standard English.

Leadership

1. To provide regular reports to the Senior Leadership Team on the effectiveness of systems and to provide advice relating to strategic improvements
2. To plan the work of the ICT Technician(s) recognising their strengths and areas of expertise and to produce documentation for all procedures
3. To create a professional work environment and ethos within the ICT Support Team
4. To undertake regular meetings with the ICT Team to ensure that their technical knowledge is current and they are able to meet all aspects of their work
5. To provide appropriate support and training to maintain an effective service
6. To assist with recruitment and training of new ICT staff

Network Infrastructure

1. To develop systems and resources to implement school policy and to enhance learning

2. To take overall responsibility for ensuring that the school network is managed, monitored and maintained so it operates efficiently and effectively, anticipating and rectifying likely difficulties wherever possible
3. To oversee the design and implementation of systems for backup, validation and restoration of systems and data
4. To oversee the design and implementation of security, licensing and data protection policies and practice in line with ULT guidance
5. To ensure that the school has licenses for the software in use at the time and maintaining documentary proof of this
6. To oversee the creation, implementation and monitoring of procedure for user and file maintenance and other administrative tasks
7. To ensure the network is secure at all times and that staff and students have access only to appropriate areas of the network
8. To design, specify, procure and install hardware and software that support learning, administration and other functions of the school
9. To ensure up-to-date inventories of hardware, software and AVA and ICT resources are maintained, following up any issues that may arise
10. To manage and develop the current A/V requirements of the school, including interactive whiteboards, projectors, and cabling

Financial Management

1. To assist with plan, procure, manage and monitor various budgets for ICT development projects and operational cost centres, ensuring SLT are aware of future developments and resources required, presenting a business case as appropriate to SLT when additional resources are required
2. To be responsible for day to day ordering, procurement and asset management of ICT equipment, cabling, software and consumables ensuring compliance with financial controls and processes

Applications Management

1. To manage various school wide support software such as Sophos antivirus, Impero classroom management, Lansweeper, Parago Asset Management, PTRG and Fluke, Card Access systems and Cashless catering
2. The ability to develop and manage the school's MIS system, currently moving to Arbor, and ensure that it is kept updated and working at optimum performance

General

1. To adhere the school's and United Learning policies and procedures
2. To ensure compliance with the Health and Safety at Work Act 1974

3. To ensure all data management complies with the Data Protection Act 1998 and the GDPR 2018
4. To support the Designated Data Protector Officer in accordance with the GDPR 2018.
5. To show commitment to the Academy's Equal Opportunity Policy
6. To strive to develop ICT within the Academy to aid teaching and learning

Flexibility

- This job description is not intended to be all-inclusive and we require the postholder to be flexible and show initiative
- The post holder may be required to perform other related duties, within the pay grade, to meet the ongoing needs of the school
- Any other duties as deemed necessary by the Director of Operations or the Principal
- The post holder will be expected to periodically attend UL cluster meetings, therefore an element of travel is required within this role

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Newstead Wood School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive school and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Newstead Wood School. All staff are expected to support this ethos.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Signed: _____ Date: _____