

Job Title: Lead IT Networks

Location: Newham

Contract type: Permanent

Contract term: Full time

Salary: £32,473 - £39,458 (P01-P03)

Job start: ASAP

Accountable to: Director of Finance & Operations

Core Purpose:

The UTC is at the cutting edge of applying the latest technological innovation to the education setting, with the aim of developing tech savvy and work-ready students. As such, the school has access to a large estate of technology products ranging from traditional PCs to industrial standard production robots. The UTC has ambitious plans to continue to develop a range of innovative IT services and the successful applicant will be expected to lead from an IT perspective in shaping this, including all aspects of teaching and learning, marketing and general school operational activities.

Key Responsibilities:

ICT Strategy and Provision

- Liaise with Trustees, the Local Advisory Board (LAB), the Senior Leadership Team, (SLT), teachers and support staff, to create a vision and development plan for IT that supports current initiatives and UTC priorities for improvement to effect a positive impact of technology on learning. Reporting to and briefing committees, SLT, staff and students as appropriate.
- Plan, manage and develop a centralised network, including IT systems (including AV, CCTV, Website and printing), application deployment and shared MIS and communications infrastructure ensuring redundancy and providing a robust service to all users, including installation and deployment of all software and applications as required.
- Plan, procure, manage and monitor budget for IT development projects and operational cost centres, ensuring SLT are aware of future developments and resources required, presenting a business case as appropriate to SLT, Trustees and/or the LAB when additional resources required.
- Day to day ordering, procurement and asset management (including security marking and inventory) for ICT equipment (including mobile/tablet devices), cabling, software and consumables ensuring compliance with financial controls and processes and best value.
- Regular audits and checks to ensure that equipment is secure, fully maintained in good working order and that teaching rooms are fully equipped, liaising with service providers and manufacturers (if within warranty period), checking deliveries, installing, testing and commissioning new equipment. Disposal of redundant equipment in accordance with UTC financial procedures.
- Ensure network security, student safeguarding and data protection; implementing and monitoring processes and school policies relating to safeguarding students and staff, maintaining confidentiality at all times, using filtering systems and monitoring software to ensure appropriate use of network and internet by all users, reporting serious breaches to SLT.
- Procure as needed, develop and maintain communication systems including email, telephones, radios, website and messaging services ensuring innovative, effective and practical solutions whilst obtaining best value.
- Procure as needed, develop and manage school website and VLE, liaising with relevant staff i.e. Department Managers to ensure both are content-rich and up to date
- Provide a comprehensive and efficient IT support service for all hardware, cabling, AV, printers, telephones and all software/applications, including troubleshooting (1st line), 2nd and third line fault resolution liaising with suppliers and providers as required maximising network/system uptime.

- Liaise with the Director of Finance & Operations to draw up a Disaster Recovery Plan, ensuring robust backup and failover procedures. Ensure all data is backed up regularly and that pre-emptive maintenance utilising latest virus definitions, firmware, software, upgrades, patches and service packs to maximise network/ ICT uptime recovering data when required, whilst ensuring data security and compliance with relevant legislation at all times.
- Undertake project management, procurement and planning for migration and building projects, IT developments/room changes, preparing detailed specification ensuring compliance with financial/procurement; ensuring delivery within budget and required timescales.
- Maintain up to date knowledge of technology developments and relevant legislation, disseminating information as appropriate to inform planning and policy development
- Develop IT policies to ensure compliance with legislation requirements i.e. data protection licensing requirements and safeguarding guidelines.
- Liaise with external agencies and suppliers, representing the school at meetings (these may be outside of normal school hours).

Staff/Student and User Support

- Manage IT staff including training, performance management and assigning accountabilities and tasks, assisting with recruitment of staff members to ensure effective performance of the team and support service
- Maintain an awareness of student, staff and SLT requirements to provide support and guidance in and out of lessons to assist users helping them to make the most of the provision and ensuring that their requirements for IT are met
- Manage and provide a programme of IT and AV training to staff including provision of online documentation and user guides.
- Develop links with local schools to continue to enhance IT profile of school, providing advice and support as directed by SLT/Principal.
- Maintain user and email accounts for all staff and student users, adding, removing and editing as appropriate ensuring new starters and leavers have fully functioning accounts and access to ICT resources, software and folders as required but within permitted restriction parameters.

Other

- Contribute to the UTC's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the UTC.
- Participate in appropriate induction programmes to support new staff and provide excellent support for those members of staff who are new to a UTC/Academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- Remain committed to the ethos of the UTC in everything they do and avoid any action that may detrimental to the interests of the UTC.
- It is expected that all staff work collaboratively as members of the UTC to share good practice, resources and ideas and realise the UTC's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the UTC your role will be based at our Docklands Campus. However you may be asked to work at other partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.

- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the UTC's Acceptable Use Policy. Staff are also expected to ensure that they follow UTC policies with regard to professional conduct when using ICT systems or ICT equipment.
- Employees are required to work in compliance with the UTC's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the UTC.
- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC
- Act in compliance with data protection legislation, in respecting the privacy of personal information, and with the principles of the Freedom of Information Act 2000 in relation to the management of records and information
- Undertake other such duties as are commensurate with the post and which may reasonably be required by the Principal or your Line Manager.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Work-life balance is very important and the normal working day for a full-time post will be 8:30am to 5.00pm on Monday to Thursday, with a 4.00pm finish on a Friday. However, flexibility to work additional hours and to provide on-call support out of hours in line with managerial grade will be necessary on occasions.

How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to Brooke.O'Callaghan@LDEUTC.co.uk or posted to:

Brooke O'Callaghan
London Design & Engineering UTC
Docklands Campus
15 University Way
London E16 2RD

Timings

The closing date for applications is 6 May 2017.

Candidates are welcome to contact LDE UTC for an informal discussion with Dave Watherston (Director of Finance & Operations) by booking an appointment through Brooke O'Callaghan, Principal's PA, you can contact Brooke on 02030197333 or via email at Brooke.O'Callaghan@LDEUTC.co.uk Interviews will take place 10 May 2017.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

Commencement

The post will commence as soon as possible.