

# Job Description

## Whitley Academy



**Job Title: IT Manager**

**Grade: 6**

**Responsible to : Director of Finance & Operations**

**Working Pattern: 37 hours/week, all year round**

**Responsible for: IT Technicians**

**Location: Whitley Academy**

### Statement of Purpose

Under the direction of the Director of Finance & Operations, oversee the development of the use of Information Technology as a tool for all staff and students within the School, in their day to day work. Manage the technical service to staff and students engaged in the use of ICT and supervise the work of the IT technical support team.

Ensure the academy is fully operational with appropriate and robust networking infrastructure, MIS and curriculum based operation, training and development of staff in existing and new technologies and ensuring that the system is capable of future expansion and development.

### Duties & Responsibilities:

#### **Support for Pupils and Staff**

- Ensure that all staff and students have continuous access to high quality IT systems to support their work. Provide advice, support and guidance to all staff and students within the School who require assistance in developing their use of information technology equipment, hardware and software to facilitate their work or studies.
- Advise staff on outstanding practice from other institutions and how it can be applied
- To ensure that students and parents are able to access relevant information remotely and interact with the Academy through this connection.
- Assist in the development of the SIMS system across the School, providing advice on local related issues, such as hardware and configuration.
- Develop expertise to an advanced level in the main PC software packages used within the School, in order to support and advise staff in the use of such packages.
- Oversee the distribution of staff laptops.

#### **Line Management**

- To co-ordinate the work of the IT Support Staff across the school ensuring both technical and curriculum advice and support. Assist, advise and supervise the work of staff, including carrying out staff development reviews, identifying training needs and prioritising workloads.
- Undertake the role of Network Manager for the School.
- To provide leadership and guidance to IT Support team members, ensuring an efficient and effective team that can support the Academy's IT needs.

#### **Manage Technical Support in the School**

- To lead the IT Technicians and to manage both the school's curriculum network and its administration network (SIMS.net).
- Input into whole school strategic development of IT as a member of the IT Strategy Group.
- Plan and implement the future development of the network in conjunction with SLG

- Assist SLG with the strategic development of the Academy's IT capacity and capability Communicate to the IT Steering Group in the development of the use of information technology across the School.
- Deal appropriately with communications with all external bodies in matters relating to the IT functions of the Academy
- Knowledge and oversight of whole – school networking topology, connections and components.
- Authorise on behalf of the DFO the connection of devices to the network in accordance with regulations for the use of computing facilities.
- Maintain and develop overall structure of the network including remote access, the Academy's web presence and compatibility with component software packages.
- Installation and configuration of hardware and software equipment ensuring all equipment and software connected to the network is fully compatible.
- Contribute to the development of new areas of promotional work for the School, in particular in relation to the usage of information technology for this purpose.
- Problem solve issues relating to the installation of new I.T. equipment. Assist in the deployment of new information technology equipment across the School and redeploy old equipment where appropriate.
- Undertake minor routine repairs to equipment, conforming to Health and Safety regulations.
- Provide regular support; back up and day to day maintenance of School Networks
- Assist the Director of Finance & Operations in the development of academy wide projects and facilities, including obtaining quotes/tenders. Maintain technical competence and awareness of products and suppliers.
- Assist with the production all IT policies in connection with all IT user functions including management and use of equipment, internet safety, cyber-bullying, home access, passwords and security
- Monitor and analyse all IT usage, providing reports to the DFO as required.
- Maintain inventories of the department's information technology equipment and software, ensuring that all software in use is properly licensed. Maintain adequate stock of computer consumables, for example print toners etc.
- Install, relocate and upgrade hardware and software where appropriate, providing on-going support for intranet/internet, video conferencing.
- Obtain quotes from external suppliers for network cabling, hardware installations and ICT equipment configuration.
- Co-ordinate with curriculum departments, school site manager and external suppliers to ensure the provision of ICT hardware where it is required for the use of ICT, i.e. power sockets and computer desks.
- Monitor Internet and e-mail logs.
- Produce and regularly update IT action plan with reference to obtaining quotes, hardware and software installation, IT order schedule, migration/integration of network, network housekeeping, etc.
- Maintain an up-to-date record of all software licencing.

#### **Support for Administrative Process**

- To manage a given budget, delegated by the DFO, to ensure effective and efficient use of resources
- To produce an audit of all IT equipment including equipment "refresh" strategy, in conjunction with the DFO
- Develop regular maintenance programmes for IT systems, undertaking or arranging repairs where necessary, maintaining appropriate records and progress checking as required. Ensure a speedy resolution of all day to day problems, making appropriate arrangements to minimise down time for users.
- Process and maintain all related documentation, including standard operating procedures, record systems and stock control giving due regard to the Data Protection Act, relevant Health and Safety legislation and, ensuring licence requirements are met. Helping to ensure the schools code of practice is being followed.
- Ensure appropriate stock control systems are in place.
- Manage the budget for ICT consumables.
- Ensure stocks of ICT consumables are available.
- Ensure ICT equipment is maintained in good working order.

- Liaise with external suppliers for orders of repairs and equipment.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.
- Assist with pupil needs as appropriate during the school day.
  
- Perform any other task deemed reasonable by the Principal and DFO commensurate with the post grade.

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All duties and responsibilities must be carried out with due regard to Whitley Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.