Henbury School Job Description

Job Title: **IT Manager**

Hours: **37 Hours p/w, AYR**
8.00-4.30pm Monday – Thursday, 8.00 – 4.00pm Friday

Salary: **BG 10 – 11 Scale point 30 - 37 Salary £27,358 - £33,136**

Responsible to: **Business and Finance Director**

Responsible for: **IT Technician and Apprentice**

Purpose of the job:

To manage the school's network and IT infrastructure and provide IT support to all users.

Key Job Outcomes:

- Along with the school's management and consultancy support, develop a vision for the school's IT infrastructure and delivery that supports and enhances teaching and learning to its optimum.
- Plan to deliver the school's IT strategy, within stipulated budgetary constraints.
- Create innovative solutions to troubleshoot network issues as they arise
- Manage the core infrastructure including the server hosts, virtualised server estate and Storage Area Network (SAN)
- Manage all routers and switches to ensure that network traffic runs smoothly by appropriate use of VLANs and routing tables
- Manage the managed wireless network and its guest access portal
- Manage the firewall and, where appropriate, liaise with the internet service provider to request changes to its firewall
- Manage user accounts and access rights to maintain efficient and secure systems and workflow
- Ensure that all data stored on the network is secure including all staff and student data and student coursework
- Manage the data backup system ensuring that system and data backups are taken regularly to an agreed level and that off-site copies are maintained
- Install all software applications as required, enabling the delivery of IT to all curriculum and administration areas
- Manage remote application and file access systems for users
- Manage and maintain all school owned end-user devices such as desktops, laptops, projectors and boards
- Manage the print management software, multi-function devices and printers
- Oversee the installation of new IT equipment and the installation of operating systems and software onto them
- Maintain all IT systems equipment in good working order and liaise with third parties, as required, to arrange repairs under warranty
- Manage the school's email server ensuring its security

- Oversee the provision and support of IT equipment associated with assemblies, meetings, open evenings and other similar events that will occasionally require out of hours working

Other duties:

- Responsible for ensuring that the school's online asset register of IT systems equipment is kept up to date
- Work within the requirements of Data Protection (GDPR) at all times

General Accountabilities

A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the school's Health & Safety policy and codes of practice

B. Work in compliance with the Codes of Conduct, Regulations and policies of the school, and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Date of Job Description: 15 May 2018