WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post: IT Strategic Lead
Location: Watford, Hertfordshire
Closing Date: noon 23rd April 2019
Interviews: Wednesday 1st May 2019

Thank you for requesting details of the above post. We are pleased to send you the applicant pack. The relevant Safeguarding Policies and an Application Form are available on the school website.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Support Staff Application forms:
Ms Sue Granville, s.granville@watfordgirls.herts.sch.uk

WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

IT Strategic Lead

LOCATION   **Watford Grammar School for Girls**
GRADE   **M1 to M2**
REPORTS TO   **Assistant Headteacher**

Key responsibilities

To work closely with the SLT to provide strategic management of the school's IT infrastructure by:

- Leading the development of medium- and long-term plans for IT in the school.

- Keeping abreast of new technologies and advising relevant stakeholders on the desirability and feasibility of implementing these within the school.

- Planning and allocating the work of the network team, balancing day to day demands against longer term strategic goals.

- Developing members of the network team, encouraging them to update their knowledge and skills as new technologies are deployed.

- Managing relevant support contracts and contractors, ensuring they provide the right support in good time in line with the needs of the school community.

- Managing the effectiveness of servers, including e-mail, print, and backup servers, and their associated operating systems and software.

- Managing and ensuring optimal operation of all network hardware and equipment, including routers, switches, WAPs, UPSs etc.

- Managing the school's telephony systems and infrastructure.

- Managing and ensuring effectiveness of security solutions, including firewalls, anti-virus solutions, and intrusion detection systems.

- Communicating with stakeholders across the school community about use of and changes to the IT system which will affect them.

- Leading a IT action group with a small group of stakeholders.

- Providing a written and verbal report to the Senior Leadership Team each term on the current issues regarding IT provision and outline future IT strategies.

- Providing a written, and if required a verbal, report to the Governors on a termly basis.

- Managing the IT budget to get best value for our users.

WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

Person Specification	Desirable / Essential
Education	
Evidence of appropriate CPD undertaken in the past 3 years. This could include appropriate industry standard qualifications such as MCSA or CCNA.	E
Up-to-date in-service training	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post or can show ability to progress from another role in a support team	E
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Outstanding technical knowledge of **or proof of ability to learn about**: RM CC4 network Microsoft Server 2012 SIMS database Remote desktop - LARA Exchange VMWare 6.0.0. Virtual Platform Windows 10 Meru/Fortinet WiFi network Civica	E
Excellent administration, organisation and management skills	E
Ability to lead on infrastructure change	E
Ability to plan strategically	E
Ability to project manage and bring people with you	E
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Other	
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multi task, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extra-curricular activities	E
Excellent Emotional Intelligence and interpersonal, communication skills	E