

**St Aidan’s CE Academy**

**Information Technology Manager**

**Job Description**

**GRADE: SCP 28 – SCP 31 (£32,234 - £34,728)**

**PURPOSE OF POST**

* To provide day to day management of the School’s ICT provision, administrative and curricular.
* To strategically lead and manage the school’s ICT provision, administrative and curricular including remote learning.
* To contribute to the leadership and management of a successful school wide IT support provision.
* To ensure that the IT services across the school are implemented, delivered effectively and IT

equipment is available and fit for purpose.

* To be responsible for the management of the ICT network to provide a learning resource for the students and a key administrative tool for staff.

**KEY AREAS**

1. Management
2. Supervision of: Service Provision.

Technical Support.

Administration.

Health and Safety.

1. General

**DUTIES AND RESPONSIBILITIES**

**1 Management**

* 1. In consultation with the Senior Leadership Team & RM to devise, review and implement school wide ICT equipment strategy.
  2. In consultation with the Senior Leadership Team to prepare and monitor

budgets, obtaining ‘best value’ and operating within the set budget, ensuring research and cost solutions take place, and to make decisions on purchasing recommendations.

* 1. In consultation with the SLT link and manage the development of a web-based on-line curriculum, also ensuring a robust and functional remote learning provision is operational and supported.
  2. To work with the SLT link to identify and develop strategies for using ICT more effectively within the organisation, devising innovative solutions to problems using a range of systems and applications.
  3. In consultation with the SLT link, create medium/long term plans and an implementation strategy for the effective use of ICT to develop the organisation further.
  4. Management & installation of the school’s security systems, including CCTV and Door Access control systems.
  5. Management of website information including designing and hosting the school’s website, changes, and maintenance.
  6. Management of all school social media including Facebook and Twitter.
  7. Management and ensuring relevant ICT, CCTV and Data Protection policies are up to date and compliant.

1. **Supervision**

Service Provision

2.1 Specify, procure, and support the installation of PCs, printers and other computer hardware including wireless, fibre optic, CAT5 networks and external projects, as required.

2.2 Install, configure and upgrade application software in the curriculum areas and

Networks, ensuring workstations/systems run efficiently and effectively.

2.3 Responsible for the security of ICT equipment and resources. Specifying, procuring, and fitting security devices.

2.4 Manage disaster recovery procedures and restoration of user data.

2.5 To be responsible for administration and resolving difficulties in the running of the School Information Management Systems.

2.6 To be responsible for setting up, administration and maintenance of the various servers, ensuring minimal disruption to the normal running of the school.

2.7 To ensure network functionality is tested regularly maintaining network security and firewall protection.

2.8 To be responsible for keeping abreast of new developments in ICT and their likely effects on the ICT systems used in school.

2.9 To manage the provision, implementation, and appropriate use of the School’s email system.

Technical Support

2.11 To maintain awareness of current developments through appropriate training.

2.12 Setting up workstations in required locations ensuring that systems are switched on, ready for use and operating correctly.

2.13 Assist in providing first response support for application software and hardware problem-solving.

2.14 Provide assistance and training to teachers, students and other members of staff in the use of computer equipment, software and procedures (including ICT INSET events)., setting up and facilitating sessions, as necessary.

2.15 Install new software, hardware upgrades and replacement.

2.16 Provide maintenance and cleaning support for computer equipment and networks, including the connection and commission of new equipment, and security marking. Monitoring the programme of repairs and maintenance, liaising with external companies as needed, ensuring continuity of service.

2.17 Assist teaching and support staff in the preparation of material and equipment required for teaching to include the reproduction, printing and downloading of materials.

2.18 To be responsible for securing backups and restoration of school data.

2.19 Administer access security through operating user ID, password, and access rights systems.

2.20 Manage the performance of ICT resources and perform advanced diagnosis and resolution of network infrastructure, software, and hardware faults.

2.21 To assist in the management, repair and/or replacement of Audio/Visual resources.

2.22 To assist in the planning, editing and running of IT used in all Acts of Worship

Administration

2.22 Operate an efficient system for the storage and distribution of hardware and software and associated documentation (including loans and bookings).

2.23 To be responsible for ICT asset management and software licence management.

Maintaining appropriate inventory and cataloguing systems for new, existing, and obsolete stock.

2.24 Raise orders for stock in line with the Academy’s established financial and authorisation procedures.

Health and Safety

2.25 Carry out routine health and safety checks on IT and/or audio-visual equipment reporting to relevant senior manager.

2.26 To work safely and to make Health & Safety observations.

1. **General**

3.1 As part of your wider duties and responsibilities you are required to promote and actively support the School’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

3.2 Carry out your duties with due regard to current and future School’s policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communication.

3.3 To undertake on occasions other duties and responsibilities of an equivalent nature, as

may be determined by the Principal.

3.4 The postholder’s duties must at all times be carried out in compliance with the Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

1. Take reasonable care of the health and safety of self, other persons and resources whilst at work.
2. Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

**RESPONSIBLE TO: Business Manager**

**RESPONSIBLE FOR: IT Technician(s) and Apprentice(s) (if/where necessary)**