

**St Aidan’s CE Academy**

**Information Technology Manager**

**Person Specification**

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| **KEY** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * NVQ level 3 or above in an IT related subject or equivalent
* Proficient technical experience in a range of hardware and software, including LAN/WAN networks.
* A minimum of 3 or 5 years’ experience of planning, developing, implementing and supporting IT systems in a medium sized organisation
* Evidence of knowledge of operational protocols, network security and data management.
* Experience of delivering training and/or advice on IT matters to a range of stakeholders.
 | * Experience of working with young people
* Deal sensitively with people and resolve conflicts
* Experience of project management at a strategic level
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| **Knowledge and understanding**  | * Excellent use and knowledge of ICT applications i.e. Microsoft Word, Excel, Access, Teams, Office 365, E-mail and the Internet.
* Knowledge of Windows Server 2012, 2016 and 2019 administration.
* Experience of dealing with ICT issues as they arise and solving problems for ICT users
* Experience of supervising and motivating staff.
* Proven experience of business development / service planning over short / medium and long terms
* Experience of setting up and maintaining network servers both physical and virtual (Hyper-V)
* SIMS.net system administrator experience
* Experience with Cashless Catering and Access control systems.
* Experience of resolving difficulties in Information Systems i.e. School Information Management Systems (SIMS)
* Experience of managing and development of IT systems such as OneDrive and Teams.
* Understanding of data protection legislation and relevant good practice.
 | * Understanding of safeguarding and promoting the welfare of young people
* Working knowledge of website design and management
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| **Skills and ability** | * Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines
* Ability to communicate clearly and sensitively, both orally and in writing, with students, staff and other partners
* Ability to work in a team, and collaboratively with other staff
* Line management ability
* Ability to manage a large budget.
* Ability to interpret information and data
* Creative thinking skills and able to anticipate, identify and solve problems
* Demonstrate good judgment
* Ability to learn, adapt and apply knowledge to different systems/software
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| **Personal Qualities** | * Able to follow direction and work in collaboration with line manager
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* A good record of attendance and punctuality
* Desire to enhance and develop skills and knowledge through CPD.
 | * reliability, integrity and stamina
* respect confidentiality
* achieve challenging professional goals
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