

**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 |
| **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 |
| **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 |  |
| **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 |