

# JOB DESCRIPTION

## IT MANAGER

Title: IT Manager  
 Salary Grade: K  
 Contract: Permanent, Full Time  
 Responsible to: Assistant Headteacher


**General description:** Responsible for the management of the ICT network of the school and implementation of the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school to contribute to an effective learning environment. To be the DPO for the school.

### Summary of Key Tasks:

1	Responsibilities/Key Task
1.1	To ensure that ICT supports the school staff in the smooth running of the curriculum delivery, to improve the education of the students
1.2	To lead an ICT Technical team and associated budgets.
1.3	To support the development of ICT in school by preparing reports and providing technical advice to the Senior Leadership Team.
1.4	To ensure all software is up to date, appropriate licenses are obtained to ensure legal compliance and upgrades are actioned including laptops, classroom screens, iPads for staff and students, CCTV, telecommunication systems and network infrastructure including wireless provision for 1:1 scheme.
1.5	To promote and secure contracts with primary schools who use Malton School for IT services, whilst overseeing the SLA with existing users.
1.6	To be the Data Protection Officer for Malton School
1.7	To provide an appropriate infrastructure to facilitate need for storage, network connectivity and end-user experience.
1.8	To be responsible for ensuring continuous availability, maintenance and running of installed information systems
1.9	To implement contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption
1.10	To be responsible for the ICT network within the school, including security Responsible for diagnosing and solving complex IT problems, prioritising as appropriate, and make decisions on service provision
1.11	To lead on projects as required including ICT security and efficient use of resource
1.12	To undertake development work to enhance existing systems or to prepare new solutions.
1.13	To make recommendations and implement change to the school(s) ICT software and hardware. Liaising with consultants on the specifications of new software/hardware as appropriate
1.14	To line-manage the IT technician and reprographics assistant, including recruitment, training, appraisal and dealing with any performance issues
1.15	To be responsible for all ICT procurement and infrastructure-related budgets within the school forecasting future years projected expenditure.
1.16	To project manage new installations in consultation with necessary contractors including electricians, network engineers etc.
1.17	To arrange continuity of necessary hardware warranties and planned strategy for ICT equipment renewal and replacement.
1.18	To maintain knowledge and understanding of ICT developments that may impact on the school, attending training courses where appropriate.
1.19	To ensure consistent and effective delivery of audio-visual presentations and assemblies in the WW Hall and the Drama Studio.

<b>2</b>	<b>Activities</b>
2.1	To advise leadership team, teachers, support staff and students on the use of software and hardware including technical and specialist information.
2.2	To install, configure, test and roll out new software on the network.
2.3	To maintain computer files by backing up, archiving and deleting information as appropriate
2.4	To manage the performance and service provision of ICT services effectively within the school to minimise disruption
2.5	To participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements
2.6	To analyse and interpret data e.g. usage trends and provide SLT with reports
2.7	To deliver appropriate training for school staff as required.
2.8	To identify Data Protection training and deliver appropriate training for school staff.
2.9	To maintain a database of all ICT support requests
2.10	To carry out audits of student and staff internet usage, add filters where necessary and report any misuse as appropriate in line with school policy
2.11	To create and manage all network user accounts, ensuring correct access rights and audit as required
2.12	To ensure data on the system is current and out of date data is archived and maintain effective procedures for the backup of electronically stored data.
2.13	To maintain an inventory of software and hardware.
2.14	To oversee electronic safeguarding measures including Smoothwall
2.15	To develop policies and procedures for the use of ICT within the school
2.16	To develop policies and procedures for Data Protection within the school
2.17	To be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
2.18	To be aware of and comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.
2.19	To attend relevant briefings and school meetings as required.
2.20	To support the Marketing and Communications Officer with good quality parental and community interface through the website and parent portal.
2.21	To provide support for the PA to the Headteacher in the completion of post-16 aims for the school census and standing in to organise cover for absent teachers when required.
<b>3.</b>	<b>Aptitudes</b>
3.1	Communicate effectively with staff, students, parents and outside organisations.
3.2	Work effectively under pressure.
3.3	Organise and develop effective systems.
3.4	Be supportive of an effective safeguarding culture within the school.
3.5	Relate well to young people.
3.6	Engender trust and respect from students and colleagues.
3.7	Prioritise and plan to ensure completion of tasks.
3.8	Take initiative and work independently.
3.9	Take responsibility for personal CPD needs.
3.10	Work well as part of a team.
3.11	Evaluate achievements and deliver improvement.
<b>4.</b>	<b>Skills</b>
4.1	Experience of network administration and management
4.2	Experience of managing IT systems
4.3	Excellent ICT skills developed from both experience and appropriate qualifications
4.4	Negotiation skills
4.5	Excellent time management skills and the ability to work with minimal supervision
4.6	Problem solving

<b>5.</b>	<b>Characteristics</b>
5.1	Excellent attendance record.
5.2	Committed to achieving success.
5.3	Willingness to be flexible and work to meet the best interests of the school.
5.4	Self-motivated.
5.5	Team worker.
5.6	Sense of humour.

Signed: 

Name: Rob Williams (Headteacher)  
Date: 12/05/23