



Simon Langton Girls' Grammar School

IT Manager

June 2022

Candidate Information Pack





Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

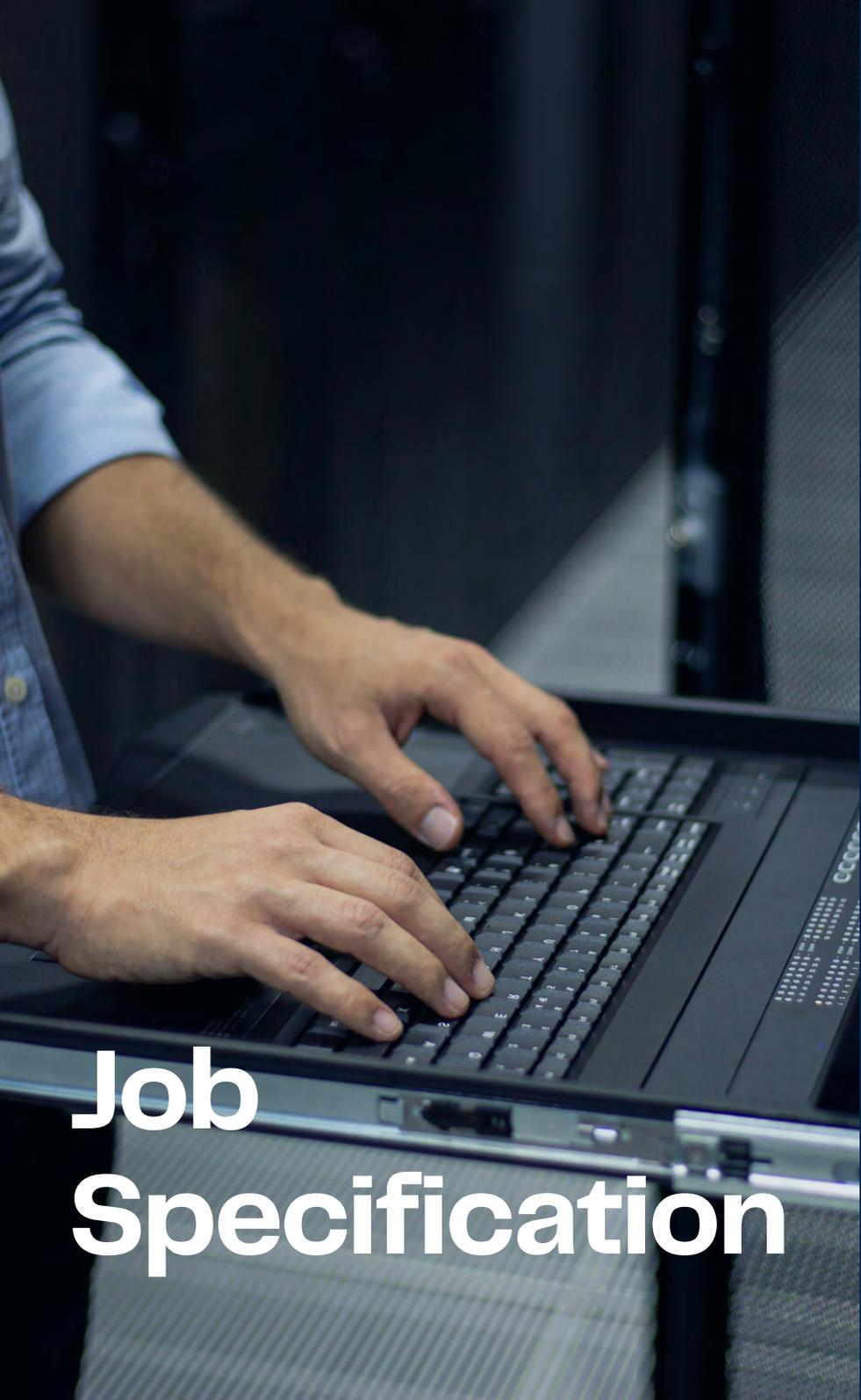
We are looking for an outstanding IT manager, someone with the passion, vision and commitment to lead our school on the next phase of our technological development. If you are a forward-thinking individual, with drive, enthusiasm and a record of successful IT experience, you could play a central role in the development and maintenance of our school's IT and technology provision.

The successful candidate will possess a high level of technical expertise and commitment to providing and supporting the smooth running of the school to facilitate high quality teaching and learning. They will be an excellent communicator, able to work highly effectively with colleagues and students. In-depth knowledge of Microsoft 365 is essential, with any experience of EduLink or similar packages highly desirable. Any experience of, or involvement with, 1:1 or BYOD rollout would also be an advantage.

The school moved into a new main building in January 2021, built around an outstanding modern IT infrastructure with a purpose-built server room. We run a Hyper V virtual network spread across 3 hosts with local SAN and NAS storage. Wi-Fi and CAT6 cabling throughout ensure the school keeps up with the ever-increasing demands on IT. All teaching staff work from i5 or better laptops, with LED touchscreens in all classrooms. We operate CCTV, secure door access and InVentry systems across the site, with plans to enhance this further. There is an extensive replacement programme for equipment, with a brand-new Mac suite in our music department only last year.

If you are a creative, solution focused, person who is informed about and excited by the future of technology within education, we look forward to receiving your application.





Job Specification

Job Title: IT Manager

Job Purpose: The post holder will be responsible for the line management and development of the IT department and its personnel; acting as the technical lead within the school; assisting the leadership group with the development of the school's IT and communications systems to meet the dual demands of curriculum and school administration.

Responsible to: Deputy Headteacher (Director of Learning and Standards)

Salary: KCC Kent Range 9

Hours of Work: Working 37 hours per week with a 52-week contract

Principle Accountabilities:

- Take responsibility for the quality of IT and communications systems and support within the school, monitor, evaluate and report on it as part of the school's Self-Evaluation process
- Use the performance management process to ensure the IT department skills and support are developed, and of a high standard
- Support the teaching and learning ensuring ICT systems are fit for purpose
- Support the school's administration ensuring appropriate systems are in place and operating efficiently for day-to-day operations
- Co-ordinate the use of data within the IT department
- Take responsibility for the operation of the school's service desk
- Manage the copiers and print solutions to ensure continued operation
- Take responsibility for the operation of the school's Audio/Visual systems

Specific Accountabilities:

- Manage the schools Microsoft 365 tenant and utilise SDS for group creation
- Manage the school's physical and virtual server infrastructure including storage solutions
- Line management of IT department within the school's Performance Management process
- Where appropriate, contribute to school development planning, evaluation and review process
- Ensure the effective use of IT and communication resources and prepare information for IT-based capital projects
- Ensure high standards are adhered to with regard to network security and data protection
- Ensure ICT policies are in place to support the school's IT requirements
- Support leadership group with school improvements and liaise with other subject leads
- Manage the programme of IT projects undertaken by the IT department
- Manage the IT Department budgets, identifying trends and budget projections and forecasting to assist the school finance department
- Create and manage all network user accounts, ensuring correct access rights and audit as required
- Maintain a comprehensive database of all support requests
- Lead the management of the IT infrastructure
- Procure ICT equipment on behalf of the school





- Ensure data stored on the system is current and out of date data archived
- Lead the management of the school's communications systems
- Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy
- Identify school staff training issues and deliver appropriate training
- Assist with day-to-day IT operational issues when required
- Assist the leadership group in the appointment of IT support staff
- Sit on the school Health and Safety committee and assist with implementing the school's Health and Safety policy

Leading the team:

- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Qualifications:

Level 4 Diploma (or equivalent) and/or holding or working towards a full professional qualification with extensive experience in a relevant field.

Experience:

Experience in all aspects of ICT technical support.
Experience of Microsoft 365 including School Data Sync, Hyper-V virtualisation, HP switches, Apple device management, CCTV, Paxton Door Access.
Experience of staff Management.
Experience of Managing Budgets.

Skills and Abilities:

Requires skills to analyse and interpret data, such as usage trends; develops specifications for software and hardware.
Good communication skills for offering information, advice and guidance on complex ICT issues, such as software compatibility; negotiates with suppliers.

Knowledge:

Theoretical knowledge of relevant ICT hardware and software packages, IT management techniques and practices – typically acquired in an ICT-related environment (e.g., managing data, reporting and software).
Relevant legislation relating to Data Protection and Records Management.

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher I or designated deputy.

- Applications for this post must be made via Kent-Teach - click [HERE](#)
- Applications must be made by midday on Wednesday 6th July 2022
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk



Person Specification