The Orchard School

**Job title:** IT Manager

**Responsible to:** Headteacher

**Line Manager:** Headteacher

**Hours:** 37 Hours per week (Term Time only)

**Salary:** KR7

**Job summary:** The ICT Manager will oversee the efficient and effective operation and planning of the ICT infrastructure across the school and provide hands-on ICT support to staff and pupils. You will be responsible for all ICT hardware and software, servers, storage management, security, disaster recovery/business continuity.

To provide the project management skills to allow for strategic planning in the best use of ICT to meet current and future initiatives and developments.

**Main duties:**

* Maintenance and management of ICT and network infrastructure on a day-to-day basis, to achieve a high level of availability and reliability to staff and students.
* Managing all technical aspects of the installation, configuration, operation, maintenance, and development of the School’s ICT hardware, software and network infrastructure including:
  + Servers
  + Wired and wireless network devices
  + Network security
  + System performance
  + Network infrastructure (DHCP, DNS, Switch Management)
  + Management Information Systems - SIMS/FMS
  + Workstations and mobile devices
  + Software, local and cloud-based
  + Ethernet cabling
  + Printers
  + Interactive Displays
  + Office 365
  + Google Workspace
  + Website administration
  + CCTV
  + Telephony
* Managing and monitoring a budget, and providing required reports.
* To work closely with SLT to promote and advance the level of ICT throughout the school by creating an ICT development plan to ensure that IT within the school continues to progress in line with on-going changes
* Responsible for the creation, configuration, administration and management of network systems (user accounts, ID’s, passwords, menu systems, etc) to meet school needs.
* Review and backup system to ensure against loss of data through error, abuse, malfunction or disaster.
* Ensure the efficient running of all servers, computers and peripherals.
* Resolve ICT problems reported by staff, referring to external support organisations where necessary and keeping staff informed of progress with solutions.
* Advise and support staff and students on ICT and provide training where necessary to expand their levels of expertise.
* Responsible for pricing and procurement of ICT devices, software, repairs and contracts, including sourcing best pricing from suppliers and completing order forms as appropriate.
* Ensure that ICT equipment and workstations meet the requirements of health and safety legislation and are maintained in a secure, clean and safe manner.
* Liaise with site staff to coordinate any new electrical wiring, benching or physical installations.
* Maintain all necessary records and documentation including network maps, inventories and details of licences, warranties and equipment checks as necessary.
* Attend meetings and offer guidance on technical issues to staff.
* Support the administration team in the upkeep of Management Information Systems, offering guidance and assisting with data management.
* Promote the effective use of ICT throughout the school, to increase awareness and encouragement to students.
* Ensure there is safe internet access, filters and protection for the school.

**The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out other appropriate duties as may be required by the School Business Manager/Headteacher within the grading level of the post and the competence of the post holder.**

**Person Specification:**

1. Experience of working in a school or similar establishment.
2. Experience of successfully managing ICT network/s, hardware and software functions in order to support the day-to-day operation of an establishment/company.
3. Experience of managing change and implementing new systems/procedures/controls.
4. Experience of training staff in ICT.
5. Ability to build and form good relationships with colleagues and students.
6. Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
7. Ability to improve own practice / knowledge through self-evaluation and learning opportunities.
8. Very good analytical and problem solving skills.
9. Good standard of numeracy and literacy skills.
10. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
11. Significant working knowledge of a range of ICT software, hardware and other resources including servers, router and switches.
12. Technical knowledge of operating systems which include Windows 10 and Server 2016, Chrome OS, IOS and Android.
13. Ability to show initiative and to prioritise one’s own work and that of others even when under pressure.
14. Able to follow direction and work in collaboration with line manager.
15. Able to work flexibly to meet deadlines and respond to unplanned situations.
16. Commitment to the highest standards of child protection and safeguarding.
17. Recognition of the importance of personal responsibility for health and safety.
18. Commitment to the school’s ethos, aims and its whole community.