



St Ursula's Convent School

A Humanities College and Teaching School

IT Manager

Accountable to	SMT
Grade	SO1 scale point 23-25
Hours	35 hours per week
Weeks	52 per annum
Salary	£29,766 - £30,711
Start	As soon as possible
Contract	Permanent

Responsibilities

Responsibility for whole school management and maintenance of IT equipment and network infrastructure with potential responsibility for the line management of an IT apprentice and other relevant support staff. In conjunction with the SMT plan and implement the school's ICT strategy and service provision.

Main Activities

- Management of all ICT equipment & infrastructure network including phone systems, printers etc
- In consultation with the SMT co-ordinate the planning, developing and organising of the school's IT network and phone system. In addition, design and implement changes to the school's IT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate.
- Undertake routine maintenance of all IT equipment.
- Install and maintain computer hardware, clients, laptops, audio/visual equipment and peripherals.
- Ensure adherence to health and safety regulations in relation to IT equipment used by staff and pupils.
- Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
- Develop and implement plans to safely and securely store allocated resources / materials / equipment.
- Update records, including production of reports and analysis of information. Ensure data stored on the system is current and out of date data archived.
- Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources.
- Maintain a list of ICT software license agreements along with costs and renewal dates and support finance staff with budget planning.

- Procure IT equipment on behalf of the school which may include managing associated budget and updating the IT asset register.
- Create and manage all network user accounts, ensuring correct access rights and audit as required.
- Work with the Premises Team to manage and maintain electronic entry system, CCTV, alarm systems etc
- Support the Catering Team by ensuring that the cashless catering system is working at all times
- Ensure that all levels of network security and encryption are applied to IT equipment and data both on and off site. Including the backup of server data to a secure location.
- Manage the expansion of the school network infrastructure including switches, cabling and wireless network equipment.
- Ensure the school's ICT infrastructure, data storage and usage are GDPR compliant.
- Maintain a disaster recovery plan including reviewing and testing.
- Keep abreast of technological developments and encourage the use of ICT at all levels.
- Maintain the schools physical and virtual servers and any other future server requirements.
- Maintain the school's database.
- Ensure that the schools networks run effectively at all times.
- Ensure that the schools wireless infrastructure runs effectively at all times.
- Ensure that new technology can run effectively on the networks.
- To support the Catholic ethos of the school

To undertake any other responsibilities which the Headteacher may reasonably require in line with the grade of this post

**ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION
IT MANAGER**

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general standard of education • Good numeracy / literacy / ICT skills (GCSE grade C or above or equivalent) • ITQ level 4, Microsoft Certification IT Professional level 4 or equivalent qualification or experience in an ICT related discipline • Ability to articulate technical ideas to non-technical people, both verbally and in writing 	<ul style="list-style-type: none"> • Educated to degree standard • At least 3 years' experience in same or similar role • Good knowledge of Office 365 cloud services • Good knowledge of Google cloud services • Working knowledge of Google classrooms • Working knowledge of SIMs software
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Proven track record of working in an ICT Team in a complex organisation and delivering measurable improvements in ICT service delivery to a tight budget to meet organisational objectives • Understanding of networks, protocols and techniques together with a proven technical background in desktop computers, peripherals, software and other hardware • Working knowledge and understanding of the range of relevant policies / codes of practice and awareness of relevant ICT legislation, including those relating to compliance with GDPR and the Freedom of Information Act. • Excellent knowledge and understanding of internet protocols and standards 	<ul style="list-style-type: none"> • Knowledge of how E-learning can support the implementation of the national curriculum in schools. • Understanding of client/server architecture and more recent cloud services • Technical knowledge of Microsoft operating systems in particular for managing and configuring school systems • Hands-on experience troubleshooting hardware such as servers, routers, bridges, switches, hubs, modems, network interface cards • Knowledge and understanding of IP telecommunications principles
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Ability to perform the physical tasks required by the post • Good interpersonal skills with children and adults. • Motivated, enthusiastic and flexible • Ability to work outside of normal hours when required • Effective time management skills • Ability to prioritise own workload • Work constructively as a part of a team • Awareness and commitment to equality and diversity, health and safety and safeguarding. • Be committed to continuous personal and professional development to maintain and extend skills and knowledge • Supportive of the School's Catholic Ethos 	<ul style="list-style-type: none"> • Desire and potential to progress