

Academy @ Worden



JOB DESCRIPTION	
JOB TITLE:	IT Manager
GRADE:	Grade 6 (£27269 - £31067) Starting point on the range will depend on ability & experience
LOCATION:	Academy@Worden
RESPONSIBLE TO:	SLT member
AREA RESPONSIBLE FOR:	ICT equipment and network infrastructure
To be a member of the support staff team with a specific responsibility for whole school management and maintenance of the IT equipment and network infrastructure with responsibility for the line management of the IT apprentice.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
Management of all ICT equipment & infrastructure network	
<ol style="list-style-type: none"> 1. In consultation with the SLT co-ordinate the planning, developing and/organising of the school's IT network. In addition, design and implement changes to the schools IT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate. 2. Undertake routine maintenance of all IT equipment, ensuring that all equipment receive regular updates and patches. Use Office 365, MS Intune and MS Endpoint Services to ensure all updates are applied and IT systems are robust, effective and compliant 3. Ensure adherence to health and safety regulations in relation to IT equipment used by staff and pupils. 4. Advise and guide the work of the apprentice, ensuring that you and they have the required skills to provide technical support for teachers. 5. Develop and implement plans to safely and securely store allocated resources/materials/ equipment. 6. Update records, including production of reports and analysis of information. Ensure data stored on the system is current and out of date data archived. 7. Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources. 8. Maintain a comprehensive database of all support requests. 9. Create and manage all network user accounts, ensuring correct access rights and audit as required. 10. Procure IT equipment on behalf of the school which may include managing associated budget and updating the IT asset register. 11. Carry out audits of pupil and staff internet usage, add filters where necessary and report as appropriate in line with school policy. Maintain and update the schools internal firewalls 12. Ensure that all levels of network security and updates including encryption are applied to IT equipment and data both on and off site. Including the backup of server data to a secure location. 13. Maintain the schools physical and virtual servers and SANs along with any other future server requirements. 14. Maintain the schools SQL server and database. 15. Ensure that the schools networks run effectively at all times. 16. Ensure that the schools wireless infrastructure runs effectively at all times. 17. Ensure that iPads and other new technology can run effectively on the networks. 18. Work with site staff to install IT equipment and infrastructure cables. 	

School
<ul style="list-style-type: none">• To work within school policies and procedures.• To contribute to the provision of an effective environment for learning.• To support the promotion of positive relationships with parents and outside agencies.• To attend skill training and participate in personal/performance development as required.• To take care for their own and other people's health and safety.• To undertake when needed any other reasonable duty in line with or below the grading for this job.
<ul style="list-style-type: none">• To be aware of the confidential nature of issues.
Agreed by: Headteacher: ICT Manager: