



ICT MANAGER JOB SPECIFICATION

GENERAL

The ICT Manager has overall responsibility for the management, installation, maintenance, availability and security of the School's network, hardware and software including Schoolbase, the school's database system. It is expected that the post holder will work closely with the Head of ICT, the Head and the Bursar. He or she will take a lead in the ICT specialist area. The role extends to overseeing and managing the ICT provision at the school's Nursery and Early Years' site which is situated five minutes away from the main school. As such, liaison with the Assistant Head (Early Years) and the nursery staff team will be equally required.

The ICT Manager is supported (part time) by the school's Data Manager (subject to workload). The Head of ICT is a member of the teaching staff and is responsible for the delivery of the computing curriculum. The School has an on-going consultancy relationship with an external agency.

The school and nursery are pc based. There are in addition approximately 150 ipads which are used daily by staff and pupils in the Upper School. There is a wi-fi network on the main school site.

MANAGEMENT

This is an administrative post within the School, but importantly it requires close cooperation and constant liaison with the School's academic staff (The ICT Manager chairs and manages the ICT Steering Committee). The ICT Manager is responsible to the Bursar who is his/her first line manager. The second line manager is the Head of ICT who is responsible for the supervision of the delivery of tasks.

TASKS

The ICT Manager is responsible for the delivery of the following tasks:

Development

- To develop hardware, software and the network solutions throughout the School and nursery.
- To be aware of the ICT curriculum, to keep up to date with its developments, and to advise the Bursar and the Head of ICT, who is responsible for its delivery, accordingly (The ICT Steering Committee and the school's 5 year plan will help inform this process.)
- To assist the Bursar in developing the needs of the administrative network.

Budgetary Control

- To be responsible for producing an annual hardware/software budget with reference to the requirements agreed with the Bursar and the Head of ICT following the ICT Manager's recommendations.

- To produce audits and reports on ICT use and costs, demonstrate best value in provision of products and services.
- To maintain a register of all hardware, software, peripherals and consumables including costs and supplier details.
- To maintain positive relationships with the school's third party suppliers of services and to input into any contract negotiations with these third parties.

Licensing

- To receive and log into a central register all new software including licensing and maintenance details.
- To conduct regular software audits to monitor the use of hardware and software and ensure all software used throughout the School is licensed and to advise the Bursar and the Head of ICT if additional licences need to be purchased.

Maintenance

- To ensure that the network is operational during access hours and appropriate back-up protocols are implemented (The school operates Night Owl – similar - software which facilitates this service).
- To ensure that printers are maintained with adequate supplies of paper and toner (this is done in partnership with the school's Admin Assistant).
- To conduct daily system checks for required updates and patches.
- To install, update and remove software from the School's systems as required.
- To conduct Workstation assessments for all staff using IT and to take any required remedial steps or obtain, with the approval of the Bursar and the Head of ICT, any additional equipment or resource.
- To move and set up equipment as requested.
- To clean equipment and work benches where necessary.

Security

- To be responsible for establishing and maintaining various levels of access and security parameters for different users on various networks and systems operating in the School and for creating, maintaining and monitoring access and authorisation.
- To be responsible for undertaking regular and rigorous virus checks of the School's IT systems.
- To regularly and systematically organise and take responsibility for the back up of data so that recovery of essential data can be managed in the event of loss of data files or system failure.
- To store back-up copies safely to prevent theft, corruption or physical damage and so that in the event of a major incident a back up copy is available. To ensure that one back up copy of each system is systematically stored securely off site under his/her arrangements.

- To devise and maintain appropriate procedures for dealing with a critical incidents including maintaining an up to date list of contacts who will be available to assist in the recovery process, e.g. network management consultants, key staff, suppliers.
- To ensure that all computer equipment and associated items are security marked.
- To monitor the use of the Internet by students, staff and other users in support of the School's IT policy.
- To be responsible for regularly deleting, removing, cleansing the School's systems of any unsuitable or unnecessary data or data which may cause damage to the School's systems.
- To report to the Bursar and the Head of ICT any abuse or neglect of the School's ICT systems and any inappropriate or unsuitable material

Training and Development

- To create a regular training programme for users on a wide range of application software used in School.
- To make available any appropriate training manuals and user notes.
- To develop, implement and monitor the School's practices in relation to:
 - Internet and email use
 - Security
 - Resource management
 - Data protection

This will include the drafting or amendment of relevant and appropriate policies as required.

Support

- To oversee queries from staff users or from pupils in relation to the use of ICT hardware and software. The school operates a Help Desk system to streamline and prioritise this service.
- To provide support and guidance to pupils and staff in the use of ICT and provide feedback to pupils using specialist skills/training/experience.
- To comply with the School's policies and procedures relating to:
 - Child protection
 - Health & Safety
 - Welfare
 - Security
 - Confidentiality and data protection, and to report any concerns to the appropriate person.
- To contribute to the overall aims of the School, take initiative to establish constructive relationships with other agencies in liaison with teaching staff, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.

- To be aware of and take part in the School's performance management framework and participate in training and development activities as required.
- To undertake any other similar duties as required.

CONDITIONS OF SERVICE

<u><i>Title</i></u>	The title of the appointment is ICT Manager of Hazelwood School (including Nursery & Early Years).
<u><i>Employment Status</i></u>	The role of ICT Manager is a full time (5 days a week). It is a 52 week a year role.
<u><i>Management</i></u>	The ICT Manager is an administrative appointment within the ICT Department reporting in the first instance to the Bursar and secondly to the Head of ICT. The Bursar is overall responsible for the incumbent's performance, for all administrative matters relating to the employment and for the supervision of the delivery of service to the administrative network. The Head of ICT is responsible for the supervision of the delivery of service to the curriculum network and all matters relating to the teaching of ICT.
<u><i>Hours of Work</i></u>	The ICT Manager is contracted to work between the hours of 08.30 and 17.00 Monday to Friday during term times, and between 09.00 and 16.30 Monday to Friday during holiday periods. However, the School will be looking to employ a candidate who is prepared to work outside those hours in order to complete essential work if required.
<u><i>Pay</i></u>	The ICT manager will receive a negotiated annual salary dependent upon experience and breadth of knowledge. The salary will be up to £35,000. There is a work place pension with up to 5% employer contributions (matched to employee contributions) and a life assurance scheme.
<u><i>Holiday Entitlement</i></u>	The ICT Manager is entitled to six weeks paid annual holiday. Public holidays taken by the School are also paid. Holiday dates are to be agreed with the Bursar and the Head of ICT prior to any holiday bookings being made. Holidays taken should normally coincide with the School Holidays.
<u><i>Medical</i></u>	Medical insurance is not provided as part of the contract. Hazelwood operates a no-smoking policy on site and smoking rooms are not provided.
<u><i>Meals</i></u>	Employees are entitled to free meals whilst at their place of work during term time contracted hours.
<u><i>Training</i></u>	The School will pay for any training that will develop the skills of the ICT Manager relevant to the job description subject to prior approval by the Bursar.