



The Holy Trinity Church of England Secondary School

Systems Manager

Job Description

Salary: West Sussex Grade 10 + Crawley Fringe Allowance

Hours: Full Time 37 hours per week

Position Level Systems Manager - SCH294

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Director of Communications (to be reviewed)
Responsible for:	• Strategic Management for school ICT Systems, including SIMS, and line management of ICT Technicians • Provision of high quality, timely and customer-focussed ICT support to the school community
General:	• To share in the corporate responsibility for the wellbeing and discipline of the students attending the school.
Duties:	• Be a member of the Support Services Management Team • Liaison with suppliers and support services as appropriate • Be a member of the ICT Management Group • Responsibility for maintenance of ICT inventory and security marking • Monitor use of the school's internet access and control access arrangements for students and staff as appropriate • Responsible for the ICT in Schools budget, including identification of purchasing requirements • Responsible for guidance, sourcing, purchase and installation of computer hardware, software and, where appropriate, AV

	equipment • Responsible for day-to-day running of the school network, including the technical running of SIMS, LRC software, the staff intranet and email systems • Maintain integrity, safety and security of the school network including setup/maintenance of user accounts and profiles, with regular backups of all servers • Responsible for the efficient and successful technical implementation of the school's ICT policy and future plans • Responsible for ensuring the security marking, warranty and cataloguing of all IT and AV equipment • Responsible for the school website • Ensure Data Protection Act is adhered to • Providing helpdesk supporting, as appropriate
Generic Duties	• To deputise in the absence of other staff as required
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	For inset training you will be aligned with the administration team Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Please continue to page 3 for the Person Specification

PERSON SPECIFICATION		
	Essential	Desirable
Willing to submit to a CRB Check	✓	
Strategic Manager	✓	
Experience of managing teams	✓	
Good knowledge of Microsoft Office programs	✓	
Ability to support iOS and Apple OS X		✓
Knowledge of SIMS	✓	
Excellent written and verbal communication skills with children and adults	✓	
Confident and courteous telephone manner	✓	
Efficient, organised, accurate and precise	✓	
Ability to keep calm and focussed in pressurised situations	✓	
Diplomatic, discerning and able to deal with confidential information	✓	
Enthusiastic	✓	
Uses own initiative	✓	
Problem-solver with a “can do” approach	✓	
Strong customer service ethic	✓	
Team player	✓	
Flexible	✓	
Representative of the school’s ethos and core values	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics	✓	
Previous education experience		✓
Appropriate professional qualification		✓