



ASHVILLE

HARROGATE

Job Description

Job Title	IT Director
Department	IT
Reporting To	Bursar
Supervisory Responsibilities	IT Manager, IT Technicians

Summary of Job Role

To work with the Headmaster and Bursar to develop and implement an IT strategy for the College.

To lead and manage the College's strategic IT function.

To have the skills, knowledge and confidence to lead, influence and advise staff of all levels (including Governors) in matters of IT.

To be a strategic member of the College Management Team (CMT).

Main Duties

1	Take the lead in developing and implementing an IT strategy for the College, that supports the College's strategic development plan and ambitions.
2	Undertake research and analysis to inform the College's strategy and advise on emerging technologies that could benefit the College.
3	Work with the Heads of Department (and equivalent in the Prep School) to ensure that their IT needs are understood and develop the potential of IT in all academic and pastoral areas.
4	Work with managers of support departments to ensure that their IT needs are understood and that IT is used to its maximum potential across the support functions.
5	Be responsible for all IT based projects and project manage or delegate accordingly.

6	Where necessary and appropriate provide support to the IT Manager and IT Technicians in providing 1 st , 2 nd and 3 rd line support.
7	Ensure the College is compliant with any legislation or regulation related to IT; including ensuring compliance with the Data Protection Act.
8	Develop, implement and monitor IT policies, procedures and standards for the use of IT, including e-safety, health & safety, asset disposals, receiving and testing IT equipment, data protection, internet use, email, security and resource management.
9	Ensure that controls are in place to provide a safe IT environment for students and staff.
10	Be responsible for IT risk assessment and suitable risk reduction planning. Be a member of the College's critical incident management team.
11	Be responsible for maintaining an up to date asset register of IT hardware and software.
12	Project manage software acquisition, deployment and integration and ensure that the College is fully compliant in terms of software licensing.
13	Be responsible for ensuring the College's telephone system is appropriate, provides value for money, and is properly managed / maintained.
14	Manage the IT capital and revenue budget.
15	Ensure IT procurement is effective and offers best value for money.
16	Manage contracts and relationships with partners and suppliers of IT equipment and services.
17	Provide the Governing Body with a monthly report on IT activities (to include attendance at a Governors' meeting on a termly basis).
18	With the IT Manager, co-ordinate and manage the work of the IT Department.
19	Line manage the IT staff, including overseeing training and professional development of staff, and recruitment as required.
20	Attend meetings of the College Management Team (CMT) and other management meetings as required.
21	Undertake such other duties as may be requested from time to time and are commensurate with the level of this post.

22	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.
25	In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.

Skills, Qualifications Required

- Education:
 - Educated to degree level
 - Likely to have additional formal, specialist IT qualifications (dependent on previous experience)
- Minimum of 5 years' experience in IT department of a school of similar size and complexity
- Experience of working in an educational establishment is essential
- Skills
 - Ability to think strategically and operationally
 - Flexible, can do attitude
 - Excellent communicator
 - Willingness to take responsibility
 - Excellent prioritisation, organisation and time management skills

Prepared By	Bursar
Date	November 2016
Authorised By	Headmaster
Reviewed On	