

Bishop Stopford School

faith | justice | responsibility | truth | compassion

Head of IT

Main purpose: To work with the Business Manager to provide an extensive system which will support the teaching and learning, management and administrative objectives of the academy.
To effectively lead and manage the IT team.
To lead and manage change in order to support the rapid changing environment.

Responsible to: Business Manager

Key areas

Routine tasks

1. Line Management

- Responsible for the IT staff.
- Monitoring and prioritising the help desk jobs within the Team.

2. Service Management

- Manage the IT Network service to ensure the availability, capacity and levels of performance are sufficient to effectively support all aspects of the teaching, learning, management and administration objectives of the academy.
- To design a network infrastructure providing a robust, resilient and fault free system whilst ensuring that, when identifying and remedying any weakness, the integrity of the IT infrastructure is maintained.
- Responsibility for upgrading, installing, configuring, testing, maintaining and troubleshooting the network hardware and software.
- Ensure backups of all appropriate data held are of sufficient depth and volume.
- To modernise, upgrade and rationalise existing services.
- To recommend strategies, policies, and procedures to ensure that the School infrastructure, end-user systems, security and service delivery meets the needs of the School and its community, including ensuring that national standards and legislation are complied with

- To research, develop, lead and drive positive change to support the Academy's focus in both teaching and learning and systems and processes.

3. Resource Management

- To manage all aspects of the Department budget.
- To have oversight of the processes of specification, procurement and management of all ICT assets, including hardware, applications and site licensing and ensuring value for money. To ensure compliance with procurement legislation and School financial regulations.
- General housekeeping to include setting up and archiving of system user accounts, redundant files, sharing of drives and files and ensuring a secure environment by using best practice security techniques.
- To maintain network infrastructure Risk Assessments.
- Manage, develop and configure internal and external firewalls.
- Working with the appropriate staff, ensuring licencing compliance.
- Develop audit trails and manage reporting systems.
- Fault repairs liaison for hardware and software under warranty or as part of a service level agreement.

4. Communication

- To regularly liaise with the Business Manager to report on levels of service and developments.
- Design and implement a Business Continuity network disaster management plan to include shut down procedures
- Establish and maintain professional working relationships within the IT team ensuring mutual support and teamwork at all times.
- To keep faculties informed of current technologies and ICT developments.

5. Other

- You will be expected to respond to work of hours to resolve critical systems failures.
- Any other duties as delegated by the Business Manager and Head Teacher.

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies, and to recognise that safeguarding is *everyone's* responsibility.