



Job Description

Name:

Post Held: Federation ICT Manager
The Ridings' Federation of Academies

Responsible to: Federation Director of Operations

Grade: Band 5 £32,800 to £35,430

Hours: 37 hours per week all year round (to include all 5 inset days)
08.30 to 16.30, Monday to Thursday
08.30 to 16.00, Friday
May need to work unsocial or additional hours in response to project issues

1. JOB PURPOSE

- To work with the Federation Management Board to develop a vision for ICT and develop and deliver an ICT strategy for the Ridings' Federation of Academies.
- To contribute to the design and delivery of the IT infrastructure in the new build at Yate International Academy
- To project manage the development and maintenance of the Federation's ICT resources and ICT support service to deliver integrated services across all Federation sites.
- To be responsible for the day-to-day management and organisation of the Winterbourne International Academy and Yate International Academy ICT Network, overseeing the ICT team at both sites in their identified duties.

2. MAIN DUTIES:

Strategy and Planning

- Work with the Federation Management Board and key members of the SLTs from both Academies to develop a strategic vision for IT services across the Federation
- Develop an IT Strategy for the Federation to assist in the delivery of its educational goals
- Maintain awareness of emerging technologies and integrate these into the schools strategic plan where applicable.
- Plan the major developments arising from the IT Strategy, including the infrastructure of the new build at Yate International Academy
- Project manage the implementation of new software and hardware technologies in line with the IT Strategy

- Maintain awareness of changes to current and announcements of new educational policy as they relate to or impact upon the use of Information and Communication technologies.

Service Delivery

- Plan and deliver the integration of IT services across the Federation
- Develop the quality of IT support services across the Federation
- Co-ordinate the use of external support when necessary
- Provide application support on specific software
- Provide server and network support, ensuring procedures are in place to ensure that the all network components are monitored and maintained.
- Provide an IT support helpdesk, ensuring that appropriate help is available to all users
- Review and maintain the Federation's back up, virus protection and security procedures, ensuring security of IT assets and confidentiality and security of data.

Management of IT Support Service

- Manage the IT support team on all Federation sites, including annual performance reviews of all team members
- Manage any support provided under contractual agreements with third parties
- Monitor the workload of the IT support team and prioritise the work within the team
- Ensure excellent communication between the IT support service and the Federation Management Board, the SLTs and the end users.
- Provide an escalation process for IT staff to ensure that helpdesk issues are resolved.
- Implementation and documentation of procedures and guidelines.
- Implement training schedules including internal cross training.

3. DIMENSIONS

The post holder will manage 4 staff across the Federation and will have budgetary responsibility for IT services.

4. JOB CONTEXT

The Federation ICT Manager plays an important part in the smooth and efficient running of the Federation, in particular IT. The postholder will be expected to work in a flexible way to meet the needs of the Federation, combining planned and regular tasks with day-to-day needs and emergency responses.

5. SUPERVISION

General supervision will be provided by the Federation Director of Operations. However, the postholder will be required to undertake many allocated tasks without direct supervision. The postholder will exercise day-to-day supervisory responsibility for the Federation's IT Technicians.

6. PROBLEMS AND DECISIONS

- In liaison with the Federation Director of Operations, determining any action to be taken arising from incidents occurring out of Academy hours or during Academy holidays.
- Supervisory decisions regarding the allocation and monitoring of the IT Technicians.

7. CONTACTS

- Daily contact with Federation Staff and Students, in particular the Deputy Chief Executive and the Academy Principals.
- General contact with contractors/suppliers.
- This role demands a professional manner at all times.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

Essential:

- Minimum of 3 years previous experience in a similar role or equivalent
- Strong IT skills to cover the following core areas
 - Routing and switching
 - MS Windows network
 - Network management tools (Ranger, Impero, HP tools, etc)
 - Corporate Firewall systems
 - Educational Management Information Systems
- Good standard of education
- Staff supervision and management experience
- Strong interpersonal skills, both internal and external to the Federation
- Excellent communication skills both in writing and orally.
- Able to lead and manage change.
- Ability to use own initiative to organise, prioritise and plan work effectively
- Understanding of national and local developments in the school curriculum

Desirable:

- ICT professional qualification
- Prince 2 or other project management accredited qualification
- Experience of SIMS
- Experience of managing a budget
- Willingness to work extra hours as and when required

9. PHYSICAL EFFORT

There may be occasional requirements to lift items but generally Site Porters should be called upon for such duties. Physical effort may be an integral part of the job.

10. WORKING ENVIRONMENT

The role, whilst office based, will include a significant proportion of time working across and within the two Academy campuses.

11. EQUIPMENT

- Mainly required to use Academy's ICT facilities. Additionally, general office equipment, including telephone system, fax machines, photocopier.

12. GENERAL

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

Duties may be varied to meet the changing demands of the Federation, as a result of consultation with the Federation Director of Operations.

13. SPECIAL NOTES ON CONDITIONS

- The postholder will be handling information of a highly confidential nature, it is essential that he/she is aware of the need for discretion.
- The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

Signed: _____

Date: _____

JEB
07.10.09



THE RIDINGS FEDERATION OF ACADEMIES
REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENT)
ORDER 2001

DISCLOSURE OF CRIMINAL BACKGROUND
GUIDELINES FOR CANDIDATES

The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974. If you are successful in obtaining this post, you will be required to authorise a Disclosure from the Criminal Records Bureau based on the level of access to children or vulnerable adults. Refusal to do so will prevent further consideration of your application for this post. Any information received from the Criminal Records Bureau will be treated in the strictest confidence and will be destroyed when the selection process is completed.

Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable for appointment. In reaching this decision factors such as, the nature of the offence, how long ago it was committed and how old you were at the time will be taken into consideration.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

Any employee in a Regulated Position or who works in a Regulated Establishment who is convicted of a criminal offence or receives a caution once employed, must inform their Personnel Manager/Officer immediately. Failure to do so may result in disciplinary action which could lead to dismissal.

If you would like to discuss in confidence (or anonymously if you prefer) whether you have a conviction and/or whether it would exclude you from working with those under 18 or vulnerable adults, you are welcome to telephone us.

This will not be part of the interview process.

The Ridings' Federation of Academies may require you to produce evidence of identification as part of the recruitment process.

September 2009



Additional Information to Candidates regarding references

References

- References will **not** be accepted from your relatives or people who are writing solely in the capacity of your friends.
- One referee should be your current or most recent employer.
- If your current, or most recent employment has **not** involved working with children, **but** you have done so in the past, please identify that particular employer as a referee.
- You should be aware that where you have worked with children, on either a paid or voluntary basis, your employer will be asked for details about any:
 - positive endorsement of your interaction with children
 - disciplinary procedures relating to the safety and welfare of children/young people, or behaviour towards such, in which the disciplinary sanction is current.
- References will be obtained directly from the referee. It is **neither** necessary **nor** desirable that you submit either open references or testimonials, ie 'To Whom it May Concern'.