

Bishop Stopford School

faith | justice | responsibility | truth | compassion

IT Manager

Main purpose:	To work strategically with the Business Manager to lead on the development and maintenance of our IT systems and infrastructure and to provide exceptional levels of support to place the Academy at the forefront of IT.
Non-negotiables:	Excellent leadership, communication skills and hands-on IT experience with the capability to manage and develop their team to achieve outstanding results. Be innovative with a passion to enhance and streamline IT systems to meet the needs, values and objectives of the Academy.
Responsible to:	Business Manager
Responsible for:	IT Team

Key areas

Routine tasks

2. Service Management

- Develop the Academy's IT strategy and successfully implement it, developing medium, long-term planning to keep the school up to date with the latest innovations.
- Manage the academy's network infrastructure, servers, storage, workstations and cloud services to effectively support all aspects of the teaching, learning, management and administration objectives of the academy.
- Be responsible for security of the school's systems by implementing the necessary systems i.e. firewalls, internet and mail filters.
- Minimise risk in relation to cyber-security
- Contribute centrally to safeguarding strategies within the academy, including analysis of and reporting of online infringements of acceptable use.
- Design and maintain 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.
- Upgrade, install, configure, test, maintain and troubleshoot all IT systems to ensure they are fully operational.
- Manage the Academy's software systems and ensure GDPR compliance.
- Ensure data is backed up and routinely checked.
- Maintain and develop IT strategies, policies,

and procedures.

- Ensure the Academy complies with the relevant legislation and national standards.
- Research, develop, lead and drive positive change to support the Academy's focus in both teaching and learning and systems and processes.
- Plan and lead all IT projects, liaise with contractors and communicate with staff.
- Manage the virtual learning environment to ensure remote working/learning is available.

3. Resource Management

- Manage all aspects of the Department budget and to achieve best value for the academy.
- Maintain the school's IT asset register and replacement programme.
- Ensure compliance with Academy Trust Handbook.
- Manage the day-to-day maintenance of all the school's computer systems i.e., active directory.
- Working with the appropriate staff, ensure licencing compliance.
- Develop audit trails and manage reporting systems.
- Be liaison point for fault repairs liaison for hardware and software under warranty or as part of a service level agreement.
- Design and implement Business Continuity and Disaster Management Plans.
- Ensure the academy's audio-visual systems meet identified requirements

4. Communication

- Liaise regularly with the Business Manager, reporting on levels of service and developments.
- Establish and maintain professional working relationships within the IT team always ensuring mutual support and teamwork.
- Keep users informed of current technologies and ICT developments.
- Lead staff training of new IT services to ensure successful use

5. Other

- Have a flexible approach to working hours to accommodate resolving critical system failures and to manage network downtime
- Any other reasonable 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.