

Assistant Business Manager – Network and Facilities

ROLE

The main purpose of this role is to work as a member of the Senior Business Support Team in conjunction with the Senior Leadership Team and School Governors to deliver high quality support systems relating to the management, planning, development and implementation of ICT, Site and associated facilities within the school site in accordance with the objectives specified in the School Development Plan.

ACCOUNTABILITY:

Line management for this position is through the Business Manager. The Business Manager has overall accountability to the Head Teacher for the Leadership and Management of all Support Staff at the school.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Satisfying the requirements of lower graded ICT roles including the Grade 7 role – ICT Manager
- Coordinating the work of the support staff team responsible for ICT, Site and associated facilities to ensure deadlines are met and workflow is managed smoothly and effectively including recruitment and structure proposals to ensure appropriate resources are available
- Develop appropriate, strategic relationships to facilitate effective planning, development, delivery and maintenance of the school's ICT strategy and service provision
- The management of IT resources ensuring equipment is fit for purpose. This includes, but is not limited to, the IT helpdesk, PC's, laptops, Wi-Fi, IT classrooms and school communication systems.
- The management of the school network, IT systems and assets ensuring they are up to date, fit for purpose and work effectively and efficiently, contributing to budget discussions around such provision as appropriate
- The management of the school site's health and safety provision, ensuring all relevant inspections and risk assessments are carried out as scheduled, implemented and adhered to
- Be the school's named Data Protection Officer, staying up to date with GDPR legislation and keeping staff informed when relevant, identifying training requirements and implementing training sessions as appropriate
- Line management of the Site Manager and site team (including liaison with cleaning contractor and on-site team)
- Line management of the Senior Midday Supervisor and Welfare team
- Liaison with representatives of community provider (currently YMCA)
- As a member of the Senior Business Support Team work to ensure a high level, professional approach to the running of relevant support staff teams encouraging participation, ground-up communications and personal contribution
- As a member of the Senior Business Support Team contribute to the 'Forward Look' agenda looking to contribute to the way the school might meet future opportunities and challenges

Lytham St Annes High School

Lytham St Annes High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment and to demonstrate suitability for working with young people. The successful applicant will be required to undertake and maintain an enhanced DBS check.

Notes

- At all times to carry out the duties in accordance with school-based policies, the Data Protection Policy and Health and Safety procedures.
- Continuing professional development and participation in the staff review system are requirements of the role.
- Participate in relevant meetings and subject specific training appropriate to the role.
- Responsibilities/duties may be varied at any time to meet changed circumstances in a manner compatible with the post held.
- The post holder will be expected to work their hours flexibly depending on the operational needs of the school.
- It is the responsibility of drivers who intend to use their vehicles for work related purposes to ensure they hold the appropriate level of business insurance and full UK driving license.

CONTRACTUAL TERMS:

Annual Arrangements: This employment is based on a full year commitment payable over 52.143 weeks

HOURS: 37 hours per week

GRADE: Grade 8 – Scale Points 25 to 30 – **LCC EPR 12 Grade Model**

SALARY: £29,577 – £33,782 (Includes April 2020 pay award)

R. Baker – HEADTEACHER