

JOB DESCRIPTION

Department: ICT Support		
Job Title: Trust ICT Manager		NJC Band 11, SCP 32-35
Responsible to: Report to the CEO & Head Teacher/Head of School		Date: May 2022
Purpose of job: As a strategic member of the Multi Academy Trust's Senior Management Team be responsible for the management and delivery of ICT support services within the Trust. This will include the strategic planning, development and monitoring of ICT support services, staff supervision and responsibility for the delegation of relevant activities to ensure the smooth running of the ICT function across the Trust.		
Main Duties/Responsibilities: To be responsible for managing the Trust's Information Systems and that such systems are provided efficiently and economically and in particular to have overall responsibility for: • Strategic planning of ICT school support services to ensure that the Trust maximise the use of resources available • Design, management and co-ordination of appropriate systems across the Trust as required • Design, management and compliance with the Data Protection Policy/GDPR for the Trust as required • Protection of the security, integrity and confidentiality of the ICT Systems in accordance with relevant legislation, this includes virus protection and firewall systems. • Day to day security, back-up, operation and maintenance of all ICT Systems. • Ensuring that the Trust computer systems comply with legal requirements. • Develop and create for consultation, Trust wide policies and procedures relating to ICT systems to compliment and proactively ensure that appropriate bodies have information/data available in required format and within appropriate time scales. • Ensure that the Trust and its schools' websites are compliant with relevant legislation & information is updated across the Trust as and when required. • Undertake research and obtain information on behalf of Senior Staff to assist with decision-making process • Manage and review the procurement of ICT licences as required • Manage and review Service Contracts and Service Level Agreements on behalf of the Trust in relation to ICT provision • Manage, monitor and plan expenditure from agreed budgets • The implementation and management of access rights to the Trust Information Systems • Management and co-ordination of effective technical support across the Trust • Appraisal and development of the ICT Team • Management of the maintenance contract for ICT Systems • Control of computer related budgets ensuring value for money and that the budget is used appropriately • Identifying opportunities for income generation • Management of the Trust equipment replacement policy • Management of the Trust ICT asset register • Defining the specification, obtaining quotes and ordering all new computer equipment in accordance with financial regulations		

- Production of tender documents, including OJEC notices. To provide replacement cycle of ICT Systems and Services, including tender evaluation, compiling reports and presentations of Trustees.
- Ensuring all new ICT equipment conforms to Health and Safety Display Screen Equipment Regulations
- Ensuring back-up procedures are followed in accordance with the Trust's Policy
- Provision of training materials to support teaching and support staff
- Assisting staff and students with technical hardware and software problems
- Liaison with external agencies and internal services
- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by senior staff
- Complying with Health and Safety Policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- Monitoring work rotas/holiday cover for other staff within the ICT function across the Trust to ensure service is available, and when and where necessary arrange replacement of permanent employees.
- To provide advice, guidance and interpretation to the Board of Directors and Senior Staff in relation to policies and procedures, best practice guidance, legislation, National Standards and initiate appropriate action where necessary to ensure schools compliance
- The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.
- To comply with Health and Safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IF CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

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	Essential	Desirable	Stage Identified
Qualifications & Education	Professional Qualification in relevant discipline- specific qualifications will depend on subject area of specialism/s required	Management Qualification	AF, C
Knowledge & Experience	- At least 5 years of previous experience specific to the requirements of the role - Experience in management of Windows domains and active directory services - At least 1 years' experience at management level involved in decision making processes, negotiating and line management of others - Experience of managing a multi-disciplinary team including the monitoring of performance and development - Experience of giving advice and guidance and policies/procedures to Senior Officers - Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate into working practice/ policies - Experience of managing budgets and capital projects - Experience of policy/ procedure development and implementation - Experience or working knowledge of marketing, sponsorship and promotion activities	- Awareness of child protection issues - Experience of school management Information Systems - Awareness of Statutory Education system and associated legislation relating to support services for schools - Experience in development of and delivery of training courses	AF, R, I

	• Knowledge of Data Protection requirements and understanding confidentiality • Experience of project planning		
Skills	• Ability to relate well to children and adults • Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding • Ability to work successfully as a part of a team and prioritise own work with minimum supervision • Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports and the ability to negotiate and persuade others • Ability to work under pressure to tight deadlines on a number of different occasions • IT Literate, capable of using MS Word/Excel and office packages • Proven ability to undertake effective research • Proven ability to plan, implement and deliver large scale projects		AF, R, I
Personal Attributes	• Participate in development and training opportunities • Ability to abide by School policies and procedures		AF, R, I
Special Requirements	• Suitability to work with children		D

Key- Stage Identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.