

## JOB DESCRIPTION

**Job Title:** IT Director

**Reporting to:** Assistant Headteacher - Vocational

**Grade/Salary Range:** Grade J – L tbc

(£40,476 - £58,885) dependent on experience

**Hours:** 37 hours per week – full time

## JOB PURPOSE

- The Director of IT is a key role in the delivery of the Trust's IT systems and in the implementation of the IT strategy and vision. The Director of IT and their team will have the responsibility for the management and controlling of all technical aspects of the installation, configuration, operation, maintenance, availability and security of the Trust's network, hardware and software. The role will oversee all three of the Trust's schools.

## MAIN DUTIES AND RESPONSIBILITIES

### Management Responsibilities

- Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, security and development of the Trust's ICT hardware, software and network infrastructure.
- Carry out maintenance, repair and upkeep of all applicable hardware and software, minimising and responding to downtime where applicable.
- Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse, malfunction or disaster
- Develop and implement an effective system security strategy to ensure the protection of the network from both internal and external threats.
- Work to achieve best value for money in terms of purchasing and maintaining systems.
- Maintain an inventory of software and hardware.
- Develop and upgrade systems in line with current technologies
- Ensuring that software licences are obtained and kept up to date.
- Ensure efficient deployment of computer hardware in the school sites in line with Trust policy
- Ensure prompt action for the repair of equipment under warranty or maintenance contract.
- Responsible for site surveys/risk assessment for new projects/installations, coordinating and overseeing installation progress and quality of work.
- Ensure smooth running of the ICT service desk for all stakeholders.
- Source and assess technical expertise from third party suppliers as required.
- Undertake any other similar duties as required.

### IT Strategy

- Make recommendations for strategic IT development to the leadership team and Governing body.
- Work with the Senior Leadership Team and key personnel throughout the Trust to ensure that their IT needs are understood, and develop the potential of IT in all academic and support areas.
- Work with the Trust Executive Team to further develop and implement policies, procedures and standards for the use of IT, including e-safety, health and safety, asset disposal, receiving and testing IT equipment, data protection, internet use, email, cybersecurity and IT resource management within the Trust and monitor adherence to the policies and standards.
- Ensure that the Trust delivers high quality IT services which are competitive with those offered by other leading providers.

### Leadership, Management and Training

- Ensure that training on the use of hardware and software within the Trust is offered to all staff at appropriate times and at relevant levels.
- Advise teachers, support staff and students on the use of software and hardware including technical and specialist information.
- Line manage the ICT Support Team, undertaking their annual review and development interviews using the Trust appraisal system.

### Other Key Tasks

- Attending other ICT related meetings, fairs and conferences to ensure all systems and resources are up to date and in line with current practices and technologies; advise and support on resulting developments.
- To ensure that statutory requirements are met as they impact on the Trust.
- To attend required meetings with colleagues relative to duties outlined in this job description and in line with our published schedule.
- To participate in Trust Evaluation and INSET in the following areas of the curriculum: -
  - i. ICT systems i.e. MIS and support packages
  - ii. Pastoral systems including Child Protection systems

### PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

### STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### SCOPE OF JOB (Budgetary/Resource Control, Impact)

- In conjunction with the Trust Finance Manager and the CEO advise on the IT Capital and Revenue budgetary requirements, arrange the sourcing of resources, manage income and expenditure and ensure best value for money for IT spend.
- Responsible for ICT support budget.
- Ensure the Finance department has sufficient information to maintain a full inventory of IT assets and consumables, including planning for replacements on an appropriate timescale.

### OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Date: July 2025**

**Safeguarding Statement:**

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

## PERSON SPECIFICATION



Job Title: IT Director

| KEY CRITERIA                                                  | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DESIRABLE                                                                                                                                                   |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications, Training and experience                       | <ul style="list-style-type: none"> <li>• ICT qualification or equivalent experience.</li> <li>• Experience of working in a service desk environment.</li> <li>• Experience of management and supervision of a team of staff.</li> <li>• Previous experience of the management of ICT provision and strategy.</li> <li>• Experience of leading on small/medium size projects.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Experience of preparing and monitoring budgets</li> <li>• Previous experience in an educational setting</li> </ul> |
| Competence Summary (Knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> <li>• Windows 10/11 operating systems</li> <li>• Microsoft Office 2016/2019/O365</li> <li>• Administration / Configuration of Microsoft O365 tenant</li> <li>• Managing a domain using Windows Server 2022/2025</li> <li>• Knowledge and experience in using server hardware, SAN architecture and Microsoft HyperV virtualisation</li> <li>• Working knowledge and understanding of Active Directory DNS, DHCP and Group Policy</li> <li>• Configuring and supporting Firewalls and webfilters</li> <li>• VoIP Telephony systems</li> <li>• Veeam/Cloud backup and disaster recovery systems.</li> <li>• Knowledge and understanding of NIST Cybersecurity Framework.</li> <li>• Management of WAN and LAN architecture</li> <li>• Switch configuration (with VLANs and routing)</li> <li>• Management of a wireless network system</li> <li>• Managed print solutions</li> <li>• School MIS system administration</li> <li>• Website content management</li> <li>• School VLE administration</li> </ul> | <ul style="list-style-type: none"> <li>• Successful achievement of NIST Cybersecurity Framework.</li> </ul>                                                 |
| Work-related Personal Qualities                               | <ul style="list-style-type: none"> <li>• Ability to lead a team and motivate others</li> <li>• Able to work well under pressure and prioritise tasks accordingly</li> <li>• Ability to make key decisions in a timely manner</li> <li>• Strong communication skills with all stakeholders</li> <li>• Strong organisation and administration skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                             |

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|                         | <ul style="list-style-type: none"> <li>• Ability to think strategically and see the bigger picture</li> </ul>                                                                                                   |  |
| Other Work Requirements | <ul style="list-style-type: none"> <li>• Suitability to work with Children</li> <li>• Fluent in spoken and written English to an appropriate level for the role.</li> <li>• Right to work in the UK.</li> </ul> |  |