

JOB DESCRIPTION

IT Manager

Salary: West Sussex Scale 8 - points 27-30
Hours: 37 hours per week, all year round

PURPOSE

- To lead, maintain and repair all ICT systems; ensuring that the network, hardware and software is fit for purpose
- To enable all IT users (Teachers, Support Staff and Students) to complete their duties

ORGANISATION

- Responsible to the AHT - ICT Developments

MAIN RESPONSIBILITIES

- ensure that the network infrastructure is always operational
- ensure that an effective disaster recovery plan is maintained
- ensure that all ICT services are secure and protect all users
- to update the AHT (ICT Developments) regarding the strategic direction of ICT infrastructure; making reasoned recommendations for the development, implementation and ongoing operation of ICT systems
- maintain a robust, reliable and 'future proof' network
- To lead quotations and installation of all ICT equipment, including projectors, IWBs, network cables and tablet technologies
- Work with the AHT ICT Developments to review Service Level Agreements
- Be responsible for the ICT Support budget and provide accurate information to the AHT ICT Developments as required
- lead the effective setup of all users students, staff and support staff
- Investigate, diagnose and resolve hardware and software faults
- ensure that IT faults are effectively prioritise and managed
- To lead equipment for repair to external maintenance companies and monitoring the progress
- lead the setup, deployment and updates of all school wide software, such as Office, Creative Suite, Anti-virus and other proprietary software
- Actively manage and maintain the software asset register ensuring correct application of software licences such that licensing and copyright rules are maintained
- To lead the IT technician team to ensure general maintenance and repair of IT equipment and infrastructure
- Manage and quality assure the support staff performance reviews for ICT staff
- Assisting technicians with diagnosing problems
- Ensure that school assets are maintained responsibly and that the schools are compliant with all current/ future legislation and best practice principles e.g e-Safety, safeguarding and data protection
- Maintain confidentiality in and outside the workplace with particular regard to data and secure knowledge ensuring that same discipline is practiced and maintained by all members of the ICT team
- Be pro-active in matters relating to health and safety
- Support aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance

ADDITIONAL RESPONSIBILITIES

- To carry out other duties as may be required from time to time