



JOB DESCRIPTION & PERSON SPECIFICATION

Role: IT Services Manager

Grade: SO2

Responsible to: Headteacher

JOB DESCRIPTION

Main Purpose of the Job:

1. To be responsible for the day-to-day leadership, internal organisation, management and control of Limehurst Academy IT infrastructure, including operating systems, servers, devices, software, communication systems and peripherals.
2. To line manage any ITS staff, including apprentices.

Main Responsibilities of the Job:

A: Strategic

1. Work collaboratively with the Senior Leadership team of Limehurst Academy to ensure that the approach to IT and information management reflects, and continuously adapts to support the vision, values of the school.
2. Work collaboratively in the strategic development, deployment, and support of remote learning across the school.
3. To lead on the development, implementation and compliance of IT and associated strategies and where necessary adopt new and innovative approaches for the maximum use/benefit of information and systems to enable high quality teaching and learning and administration throughout the school.
4. Analyse, interpret and communicate data, and provide IT and information-related advice.
5. Manage the budget for IT Services, ensuring transparency and clear value for money is used.

B: General Delivery

1. Lead on the development and delivery of the IT services department and review performance against feedback and targets.
2. Line manage the IT Services staff.
3. Maintain the overall integrity of the IT environment and IT business continuity arrangements.
4. Develop relationships and partnership working with other private, public, voluntary and community sector bodies on joint information and system projects of mutual interest and benefit, for example, to negotiate successfully with external suppliers and partners, fully leveraging any joint buying power.
5. To be responsible and accountable for the budgets, procurement and contracts within the IT services department at Limehurst Academy.
6. Maximise revenue streams to Limehurst Academy through appropriate management of Information and IT systems.
7. To seek to reduce costs whilst maintaining or improving services through appropriate invest-to-save opportunities, working collaboratively and effective procurement of IT Services and equipment.
8. To ensure information is organised in a systematic fashion to enable auditors/inspectors to perform an audit.
9. Responsible for the operational availability of IT across the school.
10. Prioritise, investigate, and manage all IT related instances with regards to outages, providing clear communication to all stakeholders.
11. Maintain core services such as broadband, telephony, and network availability.
12. Manage and maintain the cashless system, including cashless catering and online payments.
13. Manage and maintain the telephone system including internal extensions and remote clients.

14. Manage and maintain the internal server infrastructure.
15. Manage and maintain wireless and switching infrastructure.

C: Staff and Leadership

1. Oversee and lead IT Services department members of staff including the performance management of staff in line with EMET policies.
2. To lead, manage and motivate staff to deliver efficient and effective services in line with Limehurst Academy values and objectives, ensuring that they are motivated and professional in their conduct.
3. To work collaboratively to identify, develop and deliver ongoing training for all staff to enable them to maximise the use of IT in their roles.

D: Research and Planning

1. Research and be informed about the wider (regional and national) IT and information-related context (including social trends).
2. Identify developments and changes which may have a positive or negative impact on cost, service delivery or performance.
3. Be aware of developments with IT products, systems and providers.
4. Maintain and create links with any relevant outside bodies.

E: GDPR

1. To ensure adherence with GDPR and Data Protection regulations.
2. To act as Data Protection Lead (DPL), offering advice to the Headteacher and other staff as required.

F: General

1. Maximise income, where applicable, and play a key role in supporting new initiatives and projects across the school.
2. To participate in wider school meetings and working groups as required.
3. To ensure all personnel and financial information is correctly documented and maintained against legislative requirements and regularly reviewed policies.
4. Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Security, Confidentiality and Data Protection and ensure that all records are maintained in line with the statutory legislation and that the appropriate authorities are contacted as required.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Level 3 (or higher) qualification in Network Management and Administration. • Level 2 qualifications in maths/numeracy and English/literacy. 	<p>✓</p> <p>✓</p>		App/Doc/Ref
Experience	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Experience of working effectively with a range of people and the ability to build rapport and establish positive relationships. • Experience of managing people, including setting objectives, developing staff and managing performance. • Experience of working in schools. • Experience of maintaining and installing ICT equipment. • Experience of maintaining local/wider-area networks. • Experience of procuring ICT equipment and software. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	App/Ref/Int
Skills, Attributes & Knowledge	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Awareness of child protection and safeguarding procedures. • Ability to set high standards to staff and students by personal example. • Ability to work effectively under pressure. • Ability to prioritise and meet deadlines. • Ability to act quickly and decisively. • Commitment to continued personal development. • Ability to assimilate information quickly and prepare succinct summaries. • Knowledge of Health & Safety at Work management • Knowledge of GDPR & Data Protection regulations 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		App/Ref/Int

Skills, Attributes & Knowledge (continued)	Essential	Desirable	How assessed
• Demonstrate a commitment to equal opportunities.	✓		
• A willingness to relate to the local community.	✓		
• Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing.	✓		App/Ref/Int
• Good ICT skills.	✓		

App Application form and letter

Doc Documentation

Ref References

Int Interview