

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Head of IT and Academy Network Manager
Reports to:	Trust COO and Business Manager / Headteacher
Grade:	NJC 26 £29,636 – NJC 30 £32,878 (pro-rated)
Hours:	37hrs P/W -Term time only plus 4 weeks

The Roles

Trust Head of IT (2 days per week)

Take a central role in the management of the trust's ICT networks and systems. Support the academies with their ICT infrastructure ensuring that all networks, computing systems, including hardware, software are operating effectively and securely in line with the needs of each Academy. Maintain the Trust website and support with the implementation of the Trust digital strategy.

Academy ICT Network Manager (3 days per week)

To provide support for students and staff in the use of ICT within Victoria Park Primary Academy, ensuring that all computing systems, network, hardware and software, website etc. are maintained and downtime kept to a minimum.

Key Responsibilities

Overall

- To contribute to the achievement of the educational vision for the academy
- Be a key member of the Trust central team
- Communicate effectively with the academy stakeholders
- Responsible for general repair and maintenance of the academies servers and network systems
- Responsible for repair and maintenance of all desktop PC's, Laptops, iPads, interactive whiteboards
- Upkeep on the academies network and ICT infrastructure including VoIP equipment and service.
- Undertake liaison with contracted services upon request
- General tasks which promote the use of ICT across the curriculum and administration systems.

Trust Head of IT

- Oversee maintenance/management/development of academy networks
- Oversee trust-wide onsite and offsite backups
- Manage trust website and twitter accounts
- Schedule Server/Client upgrades
- Source costings for solutions
- Assist technicians with higher level ICT issues
- Manage Trust Jamf Admin console
- Annual Trust-wide audit of ICT estate
- Initial Audit of new academies joining the trust

- Assist RM with the migration of new academy emails to RM Unify
- Management of Trust's single Office365 tenancy serving all trust schools emails.

Academy ICT Network Manager

- To implement the installation of new and existing software across the network as required.
- Ensure the anti-virus software is installed, kept up to date and working properly on all stations.
- Share files as required by staff for pupil and teacher use.
- To update all software as and when required to.
- Check new computer equipment on arrival, set up & install as directed.
- Liaise with the designated person responsible for portable appliance electrical safety testing.
- Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors and any ICT related equipment, ensure that these are prepared and ready to be used.
- To keep all ICT equipment clean.
- Keep log of all faults and issues updated regularly, advising users when resolved.
- Liaise with external support agencies and third parties as required to resolve faults speedily.
- Liaise with external suppliers for the repair of equipment under warranty or maintenance contract.
- Ensure any equipment that is to be degraded meets WEEE regulations and the trust finance policy regarding the disposal of assets.
- Manage day to day IT needs including; trouble shooting, teacher support and computers in the main halls.
- Supervise the loaning of ICT equipment to trust schools, ensuring a recording is kept.
- Manage ICT budget if necessary and day to day ICT running costs to the academy.
- Ensure all backups are actioned as per the trusts policy.
- Maintain staff e-mail accounts
- Maintain Academy website and twitter accounts
- Manage and have overall responsibility for:
 - Update student devices, passwords as and when necessary.
 - Installing Users
 - Deleting Users
 - Installing Software
 - Deleting Software
 - Building Network Stations
 - Technical Support for Pupils and Staff

Other

- To carry out other reasonable tasks from time to time, commensurate with grade, as directed by the COO / Headteacher.

Personnel Specification

Sickness Absence and Disability

A good attendance record. Candidates should have less than 2 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained

Qualifications

- Educated to GCSE Grade C in Maths and English / NVQ3 Business and Admin

Experience

Experience of maintaining a school network and its ICT infrastructure, including:

- Server 2016 (AD,GPO,DHCP,DNS,RDS)/Windows 10 / Windows 7
- Virtualisation/VMWare esxi
- SIMS MIS
- Apple Schools Manager, IOS and Apple TV
- MS Office / Office365 / Office365 Admin / SharePoint Management
- VLAN's/VPN's/pfsense/WordPress

Skills

- Highly computer literate, with particular skills in using school systems and networks
- Excellent attention to detail
- Excellent written and oral communication skills
- Adaptable, organised and able to work with minimal supervision
- Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Effective team worker, able to make good judgements and lead when required
- Vision aligned with the Trust's high aspirations and high expectations of self and others
- Be able to travel to schools within the trust to support if, as and when needed.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.
- Two satisfactory references to be obtained upon job offer.