

## IT MANAGER

### JOB DESCRIPTION

Salary / Grade range	<p>Contract: Full time, Permanent, All Year Round 25 days holiday per year, rising with service.</p> <p>Grade 7, points 26 to 30, starting at point 26 £36,124 to £39,513 full time all year around</p> <p><i>There is also a requirement to work during some evening events such as Parents' Evening and other events.</i></p>
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#### RELATIONSHIPS

##### *Ultimate Responsibility*

To the Governors through the Headteacher

##### *Immediate Responsibility*

To the Headteacher through the deputy heads and or  
business manager

#### Main Purpose of the Job

The IT Manager is responsible for leading the school's Information and Communication Technology (ICT) services to ensure the smooth operation, development, and security of all IT systems and infrastructure. The postholder will support teaching and learning and administrative processes by delivering a reliable, secure, and innovative ICT environment across the school.

## Key Responsibilities

### 1. Strategic ICT Leadership

- Develop and implement the school's ICT strategy in line with the school improvement plan.
- Advise senior leadership on ICT-related issues, future developments, and potential improvements.
- Monitor and manage the school's ICT budget efficiently.
- Line management of the school's IT Technician

### 2. Infrastructure Management

- Maintain all network infrastructure, including servers, switches, wireless access points, and cabling.
- Manage Active Directory, user accounts, permissions, and Group Policies.
- Oversee internet filtering, firewall, antivirus, and backup systems.
- Ensure robust IT security measures are in place to protect school data and systems.

### 3. Technical Support

- Provide timely 1st to 3rd line IT support to staff and students.
- Monitor and resolve technical faults and user issues.
- Maintain an up-to-date helpdesk or ticketing system.
- Train staff in the effective use of software and IT equipment.

### 4. Systems Administration

- Oversee the installation, configuration, and maintenance of hardware and software (desktops, laptops, AV, printers, etc.).
- Manage cloud platforms such as Microsoft 365, Azure AD, Google Workspace.
- Ensure efficient management of email, backup, and file storage systems.
- Support and maintain the school's MIS (SIMS)

### 5. Asset & Vendor Management

- Maintain an accurate asset register of ICT equipment.
- Manage warranties, repairs, and procurement of new devices.
- Liaise with external IT providers, support contractors, and software suppliers.

#### 6. Data Protection & Compliance

- Support the Data Protection Officer (DPO) with GDPR compliance.
- Ensure secure data storage, access control, and acceptable use policies are enforced.
- Conduct regular system audits and contribute to risk assessments.

#### 7. Development & Projects

- Plan and implement ICT improvement projects including hardware upgrades, Wi-Fi improvements, or software migrations.
- Explore innovative technologies to enhance teaching and learning.
- Support digital learning platforms, VLEs, and educational technologies.

## PERSON SPECIFICATION

A. Qualifications & Training	
Essential	Desirable
Relevant IT qualification (e.g. BTEC, HNC/HND, Degree, or equivalent experience).	Microsoft certifications (e.g. MCSA, MS-102, AZ-104).
Evidence of continuing professional development.	ITIL Foundation certification.

B. Experience	
Essential	Desirable
Experience managing IT systems in an educational environment (preferably secondary school).	Experience in a leadership role or team supervision.
Proven track record in maintaining and supporting Microsoft Windows Server environments.	Experience with MIS systems (e.g. SIMS, Arbor, or Bromcom).
Experience of administering Microsoft 365 and Azure Active Directory.	Experience with cloud-based backup solutions and disaster recovery planning.
Practical knowledge of managing local and wide area networks, including VLANs.	Experience configuring and managing ProCurve (HP) switches and Ubiquiti wireless systems.

C. Knowledge & Technical Skills	
Essential	Desirable
<p>In-depth knowledge of Microsoft Windows Server (including Active Directory, DNS, DHCP, Group Policy).</p> <p>Strong working knowledge of Microsoft 365 (Exchange Online, Teams, SharePoint).</p> <p>Appreciation of the importance of safeguarding in IT in an education context (web and mail filtering etc).</p> <p>Proficient in managing security, updates, patching, and user access controls.</p> <p>Ability to diagnose and resolve complex hardware and software faults.</p>	<p>PowerShell scripting for automation and configuration.</p> <p>Familiarity with SCCM/MDT or other deployment tools.</p> <p>Knowledge of backup strategies and testing.</p> <p>Confident with Hyper-V virtualisation management and maintenance.</p> <p>Experience with Sophos Firewall and Antivirus suite (installation, updates, monitoring).</p>

D. Personal Attributes
Essential
<p>Strong communication and interpersonal skills, with the ability to work with teaching and non-teaching staff.</p> <p>High degree of initiative, responsibility, and organisational ability.</p> <p>Ability to manage and prioritise workload to meet deadlines and school objectives.</p> <p>Calm under pressure and adaptable to rapidly changing priorities.</p> <p>Committed to safeguarding and promoting the welfare of children and young people.</p> <p>Excellent problem-solving and analytical thinking.</p> <p>Collaborative approach to working in a team and with external partners.</p>

E. Other Requirements
Essential
Willingness to undertake an enhanced DBS check.
Commitment to equal opportunities and the ethos of a Roman Catholic high school.
Willingness to attend training and development sessions as required.
Willingness to occasionally work outside of normal working hours (to support school events and when required during major projects and outages)

### Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*