FOREMARKE HALL
REPTON PREPARATORY SCHOOL

ICT Systems Manager - Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Job Summary

Main Responsibilities

- Manage and maintain all aspects of the school's computer network.
- Manage the IT budget meticulously and effectively.
- Keep abreast of the latest developments in technology to ensure the school not only does not lag behind its competitors but is ahead of them.
- Provide Senior Management with an analysis of the computer and information needs of the school from an operational and strategic perspective, and determine immediate and long-range personnel and equipment requirements.
- Help determine specific goals in consultation with HOD's and make detailed plans for the accomplishment of these goals, identifying how the school's computing capabilities can effectively aid project management in all areas of school life.
- Develop requirements, budgets, and roll-out schedules for the school's IT projects in line with the school's IT development plan: coordinating such projects from development through implementation, to snagging and evaluation of effectiveness.
- Design and carry through network upgrades, extensions and improvements, incorporating existing and future technologies as they become available.
- Implement solutions for the effective and secure deployment of applications across the network.
- Set up secure user accounts and access, using Active Directory and allocating group policies and permissions.
- Implement back-up, anti-virus and security strategies to ensure the integrity and robustness of the school's computer systems and data.
- Ensure that all relationships with internal and external clients, vendors, consultants, and computer specialists are carried through in an appropriately professional way and that the school's position is not compromised by any failures at the level of warranty, contractual services, hardware or software support or technical advice.

- Prepare a disaster recovery plan.
- Provide support for the phone system.

Strategic

- Annually review and write the ICT component of the School Development Plan (SDP).
- Work closely with the Head of IT, Assistant Head (Academic) and Bursar in order to ensure ICT provision and budget are correctly aligned to the SDP.
- Work closely with Repton's Director of ICT to ensure uniformity of approach, strategic alignment and compatibility across both Schools. Maximise the opportunities that working as a Through School will present.

Communications

- Manage all aspects of the school's internet presence, including all connectivity issues, security and firewalls, filtering, gateways, remote access and browsing within the organization.
- Manage the school's Microsoft Exchange Server.

Hardware

- Responsible for all aspects of hardware purchase, deployment, installation, upgrading and routine maintenance, including organising regular physical checks on all peripherals;
- Ensure that all hardware deployed within the organisation is properly tagged, secured and recorded.
- Maintain the Asset Register of the school's IT equipment and ensure that this record is reviewed and compared with the physical existence of IT assets on a regular basis.

Software

- Responsible for the purchase, installation, deployment, maintenance, back-up and to update efficiently all academic software packages across the network.
- Responsible for the maintenance of an up-to-date and comprehensive audit of the school's software licenses ensuring that this audit is compared with the physical existence of software packages on school machines and the two reconciled appropriately.
- Advise and lead on all aspects of ICT security.

Support and Service Levels

- To provide high quality technical support in all areas of the school's computing environment.
- Organise all external contracts for maintenance and support.
- Monitor all user accounts and internet activities to ensure appropriate security protocols and computer activity across all levels of the school network.
- Assign roles, tasks and deadlines to organise the work of the IT team.
- To prioritise the "to do" list and the work of the technical team.

General

- Ensure that all IT policies are kept up to date and regularly reviewed to ensure compliance with changes in legislation or business needs.
- Ensure good communication with the Head of IT in all of the above mentioned areas.

Personal skills

The Systems Manager will:

- Have excellent network skills, hardware knowledge and be familiar with the full range of Microsoft software applications.
- Have good communication and presentation skills.
- Be able to explain technical issues clearly in plain English to staff who are not technically minded.
- Have good negotiating skills.
- Have good attention to detail.
- Be a good team player able to work well with a broad range of staff and pupils.
- Be flexible and approachable.
- Be able to work well under pressure.
- Be sympathetic to the School's aims and wider educational and business needs.
- Be able to manage and lead a small team.

Reporting to the Head of IT, Assistant Head Academic and ultimately the Headmaster.

Hours of work

8.00am – 5.00pm during term time
8.00am - 4.00pm during school holidays
Alternate Saturday Mornings during term time (max of 13) 8.00am – 12.30pm - remote working / on call.

The Systems Manager will commit to working outside school hours to meet deadlines or resolve unexpected problems, ensuring that installation schedules do not disrupt the smooth running of the school, that system integrity is restored as soon as possible after any crash and that IT support is available for significant school functions after normal working hours.

Salary will be in the region of £31,000 - £33,500 depending on experience and qualifications.

Application Process

All applications are to be e mailed to the Head of IT at sowen@foremarke.org.uk using the School's Application form.

The closing date for applications is Thursday 20 September 2018 at 4.00pm

To discuss the role in more detail please call David Baines on 01283 707128