### Hazlegrove Preparatory School

# Job Description

## Job Title: ICT Manager

**Responsible to:** Director of Information Systems

**Responsible for:** Support to the Education and Management of Hazlegrove School through the effective and efficient delivery of Information Systems.

**Duties**

1. To manage, on a day to day basis, the advanced Information Systems technical support and advice service to all staff and pupils
2. To be responsible for the storing and electronic transmission of information in support of education, management and decision making. This includes responsibility for the computer and telephone networks and associated peripheral devices.
3. To install, configure and test ICT equipment and networks, including hardware, peripherals, and software and ensure efficient performance and appropriate default settings.
4. To monitor the performance of and to diagnose and resolve network infrastructure, software and hardware faults (including peripherals), to ensure maximum uptime. To perform a range of maintenance repairs and upgrades, liaising with external contractors if needed.
5. To lead and develop the system recovery processes to minimize the risk and impact of a serious disaster and threats to continuity (including security of all electronic data, co-ordination of the appropriate back up regime and virus protection).
6. To remain fully aware of best practice in respect of all manner of new and emerging ICT including hardware and software and particularly the application of ICT to education and administration in order to inform School strategic thinking.
7. To ensure adequate support is provided by an effective and efficient ICT team, conducting performance reviews as appropriate. To ensure the professional growth and career development of staff.
8. To be responsible, in conjunction with the Director of Information Systems, for the department’s capital and resource budgets and to manage the purchase of hardware, software, consumables and external contracts effectively, taking into account cost, quality and durability.
9. To maintain the integrity of the school network(s), through the appropriate redundancy, backup and duplication, to implement and maintain agreed ICT Information Systems security policies, to advise upon and monitor Acceptable Usage Policies at the School and manage all IT related projects on behalf of the school.
10. To conduct information audits as necessary and to manage software licence’s as necessary.
11. To conduct individual and group staff training on the use of ICT resources including information services across the school.
12. To advise the Designated Safeguarding Lead (DSL)on e-safety issues.
13. To be responsible for technical support of the School's portals and external systems, liaising with their support teams where necessary.
14. To advise on, co-ordinate, and monitor Health and Safety and audit checks including electrical testing, warranties, license’s and risk assessments.
15. To produce such reports as may be required in the job holder’s area of responsibility.
16. To demonstrate a willingness to work flexibly, sometimes outside of normal core hours and to provide technical support at King’s Bruton if required.
17. Support the aims and ethos of the school.
18. To perform such other tasks as may reasonably be required by the Headmaster and Director of Information Systems.

The following duties are ones which all staff are required to perform:

1. Observe health and safety procedures and work safely at all times;
2. Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
3. Hazlegrove School is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
4. The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
5. Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.