



## **CHESTNUT GROVE ACADEMY - JOB DESCRIPTION**

### **MANAGER – ICT AND TECHNICAL SERVICES**

Salary:	£42,609 p.a - £45,594 p.a. depending on experience
Contract:	Permanent - All Year Round 36 hours a week (excluding meal breaks), flexibility to work some hours from home 32 days annual leave,
Reports To:	As a member of support staff, the post is professionally responsible to the Assistant Head for ICT
Location:	Within the School site

## **CONTEXT**

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Teaching School Alliance, of which we are the lead strategic partner with Chesterton Primary School.

## **PURPOSE OF JOB:**

To ensure that the school's ICT and technical strategies and resources are effectively focused, prioritised and managed, so that the school can effectively and efficiently meet its teaching and learning, administrative and business objectives.

## **KEY RESPONSIBILITIES & TASKS:**

### **1. Leadership Responsibilities**

- To participate in the formulation of the school's ICT and technical vision, strategy and policies, in liaison with the Assistant Head for ICT; this is to include providing excellent knowledge of industry developments, best practice and new technologies, in particular those relevant to the education sector;

- To lead, monitor and support the ICT technicians in implementing the school's ICT strategy to enable effective delivery of the curriculum;
- To have overall responsibility for the ICT budget, working closely with the Assistant Head for ICT;
- To provide leadership and advice to senior management regarding the school's entire technical infrastructure, including ICT, online platforms, Creative Services Unit and technical equipment in classrooms and workshops; this includes responsibility for implementing a robust technical refreshment strategy, within budgetary limits;
- To work closely with the Assistant Head for ICT to ensure that all areas of the school's technical infrastructure, staff and resources are closely aligned to ensure effectiveness and efficiency on delivering overall school objectives;
- To provide leadership and advice on the development, administration and running of Microsoft Office 365.

## **2. Management responsibilities:**

- To ensure that day to day ICT maintenance and repair jobs are prioritized appropriately, resources deployed and solutions implemented within the school's agreed performance targets for helpdesk resolution and that effective communication happens with staff and students as appropriate.
- To take overall responsibility for the Network, directing the ICT team as required. This includes legal responsibility for Network and software content; ensuring correct "licenses", etc. are in place and ensuring that the school's security parameters, including virus protection and removal are fit for purpose.
- To work closely with other schools in the Trust to support the Trust wide ICT strategy.
- To work closely with the Data Protection Officer on implementing Data Protection plus supporting with Subject Access Requests and Freedom of Information Requests and work with SLT to implement Child Safety policies e.g. Internet Usage etc.
- To act as the main project manager for technical projects, being responsible from design to implementation, and problem resolution, ensuring projects are delivered on time and to budget.
- To lead procurement of all technical equipment, including managing any tendering process Within the Trust's purchasing guidelines and ensuring "Best Value";
- To prepare "devolved capital" bids for major projects for the Assistant Head ICT, as appropriate.

## **3. Staffing responsibilities:**

- To develop and deliver:
  - a first class induction process for new staff with technical responsibilities.

- an effective training strategy for staff with technical responsibilities, working closely with the Assistant Head for ICT
- a training programme for non-technical staff in the use of technical equipment and software or hardware used within the school.
- To be responsible for the performance management of the ICT technicians.

#### **4. Operational responsibilities:**

- To undertake routine technical and ICT tasks as required.

#### **5. Health & Safety**

- To ensure that all aspects of the school's technical equipment, activities and storage are compliant with Health & Safety regulations.
- To comply with the trust's Health and Safety policy at all times and to take responsibility for own and others health and safety, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- To make sure the school is meets its Data Protection requirements.

#### **6. General Responsibilities**

- To be fully aware and understand the duties and responsibilities pertaining to the Children's Act 2004 in relation to child protection and safeguarding children and young people, reporting all concerns to the safeguarding team or member of the senior leadership team.
- To be aware of and support diversity and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students and staff to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from the Assistant Head for IT and the Headteacher to undertake work of a similar level.

### **PERSON SPECIFICATION**

#### **1. Qualifications, experience and knowledge.**

- a) A higher level ICT related qualification e.g CISCO (desirable)
- b) A levels or equivalent in relevant subjects; (essential)

- c) GCSE English and Maths minimum Grade C (essential)

## **2. Experience**

- a) Evidence of having worked effectively at a senior level with an ICT environment;
- b) Experience of having successfully led a team;
- c) Evidence of having successfully initiated, led and delivered technical projects;
- d) Experience and knowledge of how ICT is used to support teaching and learning including Virtual Learning Environments etc. (N.B. this could be in any educational context).
- e) Experience of administering Microsoft Teams

## **3. Competencies & Skills**

- a) Excellent communication skills in speech and writing;
- b) Excellent organisational and administrative skills;
- c) Evidence of the ability to work under pressure, prioritise effectively and to meet tight deadlines;
- d) Excellent interpersonal and skills
- e) The ability to work pro-actively within a team

## **4. Personal attributes**

- a) Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;
- b) Confidence and assertiveness in dealing with staff and students.
- c) Willingness and ability to be adaptable and work flexibly, when required.
- d) Resilience under pressure.
- e) An excellent record of attendance and punctuality

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*