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An All-Through Independent Day and Boarding School for Girls in Eastbourne



## *The post of IT Manager*

### *The Role*

Reporting to the Head of Operations, the IT Manager is responsible for all IT operations. Planning on a day to day basis, the implementation of the School's IT policy as directed by the Senior Team, the leadership and development of the IT services and ensuring IT systems bind to the school's mission goals and business processes.

### **Management Responsibilities**

- To work closely with the Head of Operations to maintain and implement a whole school strategic IT plan
- To manage the software development function in the environment of the School
- To manage the ICT network provision
- To manage the ICT (Network and Systems) budget in consultation with the Head of Operations
- To manage the data systems architecture, integration, information services provision, and the media services provision
- To manage disaster recovery and business continuity in the event of infrastructure damage or failure
- To work closely with the Head of Operations and Head of School to execute all legal requirements in regard to UK Data Protection law
- To line manage the IT Department Staff- Including carrying out appraisals and facilitating training and development needs

## **Duties**

- To develop ICT (Network and Systems) strategies in line with the School Development Plan
- To implement ICT systems and processes across the school as necessary
- To formulate a delivery plan, manage resources, processes and budgets, in order to ensure that School ICT objectives and the requirements of teachers and pupils are met
- To direct and manage the ICT development function ensuring that system structures and processes are in place
- To implement revised working practices to deliver agreed standards and objectives
- To be responsible for ICT procurement, tendering, supplier management, software licensing and contract management, whilst liaising with Head of Operations
- To manage information and communications systems including social media and website functionality
- To evaluate information management systems
- To develop the School management information systems installations
- To procure all IT equipment and manage all IT supplier contracts and projects in-line with service level requirements
- To report any outstanding IT issues to the Head of Operations

## **Support Responsibilities**

- To provide hardware support to staff and students, including portable systems and laptop configurations
- To monitor and evaluate the effectiveness of the existing system
- To supply, install, maintain and repair the IT hardware of the School information system
- To ensure teachers are suitably assisted in the delivery of IT based lessons and to support staff in using software, in order to assist learning in the classroom
- To translate teacher generated materials into usable software
- To maintain the servers, cabling, switches, Wi-Fi and all other IT systems in good order
- To provide and manage technical backup to run the system efficiently
- To develop and operate the school Intranet and assist in training in its use
- To develop, maintain and support the development, maintenance and updates of the School website
- To manage personal devices in keeping with the school ICT policies
- To contribute to and manage the school ICT and related policies
- To liaise with the Database Administrator to provide technical support
- Additional duties as deemed necessary and appropriate by the Head of Operations

## **Person Specification**

### **Essential Knowledge and Skills**

- Experience of administrating Microsoft server based infrastructure.
- Experience in a senior technical role
- Ability to configure and maintain large scale Wi-Fi deployments.
- Experience with business grade network switch brands such as HP Procurve/Aruba, Cisco or equivalent.
- Relevant IT related qualification such as CompTIA A+, Degree or HND.
- A comprehensive and varied IT skill set.

- Knowledge of relevant policies and legislation including the data protection act.
- Experience of effective procurement and budget management.

### **Desirable Knowledge and Skills**

- Experience administrating key IT systems within an educational environment.
- Vendor based certifications (such as Microsoft, Cisco, HP).
- Experience configuring and maintaining HP Store Virtual systems and servers.
- Experience of managing medium to large size telephony systems.
- Experience of Virtualisation technologies (e.g. Hyper V or VMware).
- Ability to carry out basic tasks within a current high level programming language.
- Familiarity with Microsoft Office 365.

### **Personal Attributes**

- Appreciation of quality control.
- Ability to be self-driven, motivated and passionate about improving the IT systems/processes and procedures
- A confident and clear communicator.
- Flexible approach to work.
- Experience in a service orientated environment.
- Experience in a senior technical role.

### ***Package***

**Salary:** To be discussed at interview

Other benefits include:

- Roedean Moira House School Pension Scheme after 3 months
- Remission of fees for a daughter attending the school, in line with the current policy of the Governing Body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

### ***Safeguarding***

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition from management check, an enhanced DBS check and a safeguarding interview.

### ***Appointment details and how to apply***

Applicants must complete the application and return it to [recruitment@roedeanmoirahouse.co.uk](mailto:recruitment@roedeanmoirahouse.co.uk) or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Wednesday 30 January 2019