



The West Bridgford School



IT Systems Manager Application Pack



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school
Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

13th May 2022

Dear Applicant,

Re: IT Systems Manager

Thank you for your interest in the above post. The Governors are seeking to appoint IT Systems Manager.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon, Monday 23rd May 2022

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM
NG2 7FA

The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



IT Systems Manager

Scale SO2 - Points 26-28, £30,984 - £32,798

Permanent all year round.

The Governors wish to appoint a well-qualified, committed and enthusiastic IT Systems Manager to support the best possible provision for the pupils and staff of The West Bridgford School. The IT team prioritizes providing support for exceptional teaching and learning as well as ensuring the wider communication network of the school is fully functional all day, every day. The ideal candidate will be ready to both maintain the existing IT infrastructure and lead on upgrade projects across the school. An experienced team of IT technicians is in a place, and the successful candidate will be committed to leading them in providing an exceptional service as well as helping them to learn and grow.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Monday 23rd May 2022.

JOB DESCRIPTION IT System Manager

Grade:	Scale SO2 Points 26-28
Salary:	£30,984 - £32,798
Responsible to:	Services Manager
Responsible for:	ICT Technicians
Hours of work:	8:00am – 4:00pm (3:30pm Friday) with half an hour lunch
Holidays:	27 days + statutory bank holidays - Please note that the annual leave allocation for this post is to be used within the school holiday period.
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

Job Purpose

To be responsible for the management and development of the school's academic and administrative ICT systems.

Principle Duties

The installation and maintenance of the school's ICT resource.

- a. Desktop & Application Support. Maintain, upgrade and repair a wide range of PCs and peripherals; install complete applications. Detect, diagnose and resolve PC, peripheral and application errors. Advise on compatibility of hardware, applications and operating systems, according to user requirements.
- b. Server and Network Support. Responsible for network security including critical financial and sensitive data. Install and maintain standard network cabling; perform basic diagnostic and recovery routines on network equipment; configure network clients with appropriate server information and software. Perform routine tasks to maintain user accounts and permissions, including implementing disk space and printer quota policies. Design and implement network infrastructure to meet the school's requirements. Administer domain name registration to support web hosting and email services.
- c. Management Information System. Install and support server and client applications. Select appropriate support contracts. Monitor and record the use of external support. Diagnose and resolve application errors. Advise on compatibility of hardware, applications and operating systems, according to system requirements. Install server hardware and operating systems. Maintain and upgrade servers where necessary. Configure and support the exchange server.

- d. Health and Safety. Carry out basic safety checks.

The support and management of the School's ICT service

- a. Configuration and Installation. Design, implement, monitor and review school procedures for managing and recording installations and configuration changes.
- b. Continuity, Maintenance & Security. Assess risks and develop recovery procedures for key ICT systems; identify failing systems and suggest solutions. Develop a maintenance schedule; manage efficient implementation of backup, virus protection and security procedures, including data protection policies and security marking equipment and inventory.
- c. Support Request Management. Prioritise resolution of problems and determine whether external support is required; allocate tasks between support staff, including recording requests, following up calls and implementing a maintenance schedule. Produce and analyse reports on support requests for management purposes; advise the school's leadership team on possible training activities based on support log analysis. Provide first and second level support in-school for more complex requests. Set support priorities, balancing response to support requests with need to follow planned monitoring and maintenance, in the context of staff availability and wider ICT service demands. Internal Support Arrangements & External Contracts. Assess needs, define standards of service and recommend internal and external support arrangements and contracts required to deliver an effective ICT service in the school.
- d. Support and manage the school telephone systems. Act as intermediary with the current 3rd party contractor, assessing needs, defining standards of service and recommending internal and external support arrangements.

The development of the school's ICT service

- a. Strategy and Planning. Plan for major developments of the ICT service and project manage their implementation. Maintain an overall view of the capabilities of the school's ICT service and contribute to continuous improvement to meet future needs.
- b. Budget & Team Responsibilities. Develop ICT financial management processes and procurement policies with reference to school and authority procedures; manage tenders for ICT resources and advise on the appropriate use of national and local framework contracts. Manage the ICT support team's workload and priorities; carry out annual performance review for other team members and negotiate specific personal development goals.

Personal Qualities

- a. Personal ICT Development. Attend relevant courses and use other means to improve ICT skills.
- b. Communications. Support staff and pupils in the use of ICT resources through direct interaction and by producing simple help sheets. Attend the school's leadership team meetings where the ICT service is discussed; advise senior staff and governors; negotiate with suppliers and external contractors.

c. Educational Awareness. Read school policy documents, schemes of work and curriculum plans; attend relevant meetings.

d. Work from home to remotely administer systems when not in use; SIMs upgrades etc.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Signed:

Date:



PERSON SPECIFICATION
System Manager

Qualifications/training	
Good standard of education	Essential

Experience	
Previous experience of working in a school	Desirable

Skills	
Good organisational skills	Essential
Good communication skills	Essential
Ability to manage a team of ICT Technicians	Essential
ICT competence	Essential
ICT technical skills	Essential

Qualities	
Suitable for work with children	Essential
Enthusiastic and self-motivated	Essential
Willingness to continue learning and developing the role	Essential
Able to work under pressure	Essential
Empathy with children and their varied needs	Essential
Versatility	Essential
Flexibility	Essential

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