

ROCHDALE BOROUGH COUNCIL

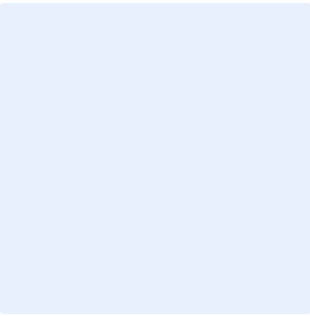
SCHOOL: Redwood School

JOB DESCRIPTION

Job Title:	ICT Manager
Grade:	Grade 7 (SCP) 25-29
Responsible to:	School Business Manager
Responsible for:	IT Apprentice
Hours of Duty:	37 hours per week
Any Special Conditions of Service:	• The Postholder may be required to attend evening and weekend meetings • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • Annual Leave – All Year Round – Annual leave will be approved in accordance with the needs of the school. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. • The postholder will be expected to undertake a certain amount of travelling in the course of their duties between our sites for which casual car user allowance will be paid.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➤ Proud ➤ Passionate ➤ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

1. Overall responsibility for the ICT network.
2. Responsible for developing and implementing the school's ICT strategy and service provision.
3. Responsible for managing all aspects of ICT technical support in the school.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

- Internal:
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers.
 5. Pupils.
 6. Users of the School.

- External:
1. Parents/carers.
 2. Staff in other schools and within the LA.
 3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To be responsible for ICT network of the school.
2. To develop school policies and procedures for the use of ICT within the school environment.
3. To maintain a comprehensive database of all support requests.
4. To manage the work of staff providing technical support to staff and pupils allocating jobs.
5. To identify school staff training issues and deliver appropriate training.
6. To create and manage all network user accounts, ensuring correct access rights and audit as required.
7. To ensure data stored on the system is current and out of date data archived.
8. To design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate.
9. To procure ICT equipment on behalf of the school.
10. To carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
11. To advise teaching staff on the likely compatibility of new software / hardware, install software / hardware as requested by teaching staff, and maintain a record of all installations carried out.
12. To manage ICT budget.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend relevant meetings as required.

6. To appreciate and support the role of other professionals.
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____