Alder Community High School
Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ
T: 0161 368 5132 E: admin@alderchs.uk
Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	ICT Solutions Architect
Grade	G (SCP 23-28)
Contract	36 hours per week
Working pattern	Full Time. Full Year
Salary	Starting Salary £34,434.00
Responsible to	School Business Manager
Responsible for	ICT Network Engineer (Grade F)

Job Description

Core Responsibilities:

The post holder will act as the gatekeeper for all technical design decisions for the school and will work with all relevant ICT staff to support and challenge the technical design of new and existing systems to meet the needs of the ICT provision of the school. The post holder will have full accountability for the developments, ownership, delivery and support of the ICT architecture of the school.

Key Role Accountabilities:

- Understanding the business needs, documenting those needs and producing a technical solution to the business requirements. Work with colleagues and users to investigate, model and document requirements and acceptance criteria.
- Work to agreed objectives with full responsibility for quality of work performance, both as a manager and as a technical specialist.
- Review all technical designs and provide advice and guidance to less experienced colleagues.
- Fully understand Service Orientated Architecture (SOA) with significant practical experience of service orientated design.
- Plan, schedule and monitor work in a systematic and analytical manner within agreed timescales.
- Responsible for providing advice on the use of all the ICT environment aspects to staff and users of the system and for determining the standard to which operating systems and software must comply.
- Ensure all key processes are documented and owned and establish and embed a culture of continuous service improvement.
- Create and promote a working environment where all members of the ICT team contribute to the ICT service's knowledge base and take ownership of all knowledge content produced and updated by the team.

- Effectively manage the technical standards, advise users of departmental systems of these standards and to ensure compliance through effective communication, and provision of clear information, with all user groups.
- Ensure ICT staff have the opportunity to contribute to projects where appropriate, setting performance targets in order to broaden their skill bases and work collaboratively.
- Effectively assist managing, monitoring and forecasting budgets and other resources in accordance with school policies and service priorities and contribute to the development of the business plan for division, specifically in relation to ICT architecture.
- Develop partnerships with external agencies and organisations engendering a culture of genuine partnership and supporting needs to achieve the objectives of the ICT service.
- Attend and present reports to management boards, senior management as and when required and in particular to report operational and organisation risks arising from changes to the design principles.
- Maintain a detailed knowledge of the school systems and ICT infrastructure.
- Identify options, costs, issues and risks for the school and make recommendations.
- Implement and maintain all required architecture governance.
- Personal commitment to continuous self-development and service improvement.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Functions

- To work with the Headteacher to celebrate and promote actively the educational and other virtues of the school in the community, the local authority and beyond by working with community partners, inviting them to school functions and keeping them informed.
- To ensure the mission and ethos of the school are apparent and kept current in the appearance and function of 'front of house' facilities including; reception; website; student receptionist; front of building; school events and functions.
- To maintain positive relationships between the school, the media and other audiences and to seek to publicise the school's successes on a regular basis.
- To develop and maintain positive partnerships between the school, business, partner schools and schools to generate funds and/or develop mutually beneficial
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and on no part must it be construed.
- The job description is not a comprehensive definition of the post it will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder.
- The post holder may also be asked to carry out any other duties at the Headteacher's discretion that fall within the reasonable remit of the post.

Generic Skills

- Communication Skills; Ability to build and maintain a strong network of support both internally and externally and to forge effective partnerships with external agencies for the continuous improvement of services. Ability to harness the full commitment and responsibility in delivering the ICT vision of the school.
- Analytical Skills; Demonstrates highly developed analytical skills that enable the effective management of strategic and operational risks, maximising opportunities and decision making.

- Planning and Organising; Ability to manage a complex range of functions and manage multiple priorities with confidence.
- Change Management; Ability to control numerous projects simultaneously to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.
- Problem Solving and Decision Making; Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
- Strategic Thinking; Ability to identify patterns, trends and long-term possibilities; can create and shape a vision of the future that fits in with the schools' long-term objectives and is able to articulate strategy to a wider audience.
- ICT Skills; Ability to provide specialist expertise in the development, use or operation in all areas included within the ICT architect skill set.
- Policy Skills; The ability to translate visionary ideas into practical solutions.
- Financial Management; The ability to manage allocated resources effectively, delivering business performance and value for money.

Technical Role Specific requirements;

- ITIL foundation
- Understand the relevant legislative framework and professional standards within the ICT industry.
- Working knowledge of the following;
    - Information Data Management
    - System Design and Development
    - Security
    - Application Management
    - Email Systems
    - Web systems
    - Active Directory (*AD)
    - Network Topologies
    - Storage systems
    - Backup systems
    - Operating Systems (*OS)
    - Database Management
    - Telecommunications
    - Microsoft Solutions
- Produce high-quality technical documentation

Continuous Improvement

- Advise on, support and propose changes in procedures, plans, and policies as required.
- To engage in professional development and further reading of educational research to extend personal knowledge to support this role.

Contribution to Whole School

- To play a full part in the life of the school community, to support its values and to encourage students to follow this example.
- To promote actively the school's corporate policies.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required including lunch time supervision.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.