Lancashire County Council
Role Profile - Operational Context Form

Post title:	IT Manager			
Directorate: CYP			**Location:**	Schools
Establishment or team:	Pendle Community High School & College		**Post number:**	
Grade: Grade 7		**Staff responsibility:**	**Essential Car user:**	Yes

Purpose of the role (job statement)

To develop and implement the school's ICT strategy and service provision including managing all aspects of ICT technical support in school and college.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. To be responsible for the development and implementation of school policies and procedures for the safe, effective and innovative use of ICT within the school environment.
2. In liaison with the Head of ICT and SLT, to be responsible for the development and management of the strategy for the improvement of ICT across the whole school, to include administration.
3. To be responsible for the analysis, evaluation and detailed reporting to SLT in relation to all aspects of ICT provision across the school.
4. Work with colleagues to drive school improvement and developments within ICT in line with SLT requirements and the School Improvement Plan.
5. Manage and maintain the network, in coordination with the Head of ICT, and ensure the efficient operation of all computers and associated equipment within school.
6. Carry out regular performance monitoring to effect early detection of problems and maximise network performance, providing detailed reports and analysis to SLT where appropriate and upon request.
7. Ensure there is a robust system recovery process in the event of a serious failure or incident including data back-up processes in line with school policy and legal requirements.
8. Manage the ICT asset register and develop and manage a comprehensive ICT replacement plan, in consultation with SLT, within available resources.
9. In liaison with the Business Manager and Head of ICT, to be responsible for the procurement of all ICT related goods and services and the effective management of ICT budget to achieve best value for the school.
10. Identify staff training needs and deliver or source appropriate training courses/materials.
11. Create and manage all network user accounts (including remote access), ensuring correct access rights and audit as required.
12. Ensure data stored on the system is current and that historical data is archived or deleted as appropriate.
13. Ensure secure operation of the network and devices maintaining accessibility and convenience for users within the constraints of appropriate security. Including software updates, device encryption and ensuring antivirus software is kept up to date, is checked regularly and is working correctly.
14. Responsible for the design and implementation of changes to the school ICT software and hardware, liaising with internal and external stakeholders on the specifications of new software / hardware as appropriate.
15. Manage all software licensing, ensuring it is valid and provides sufficient coverage for the number of users.
16. Keep up to date with developments in hardware/software use in education and emerging technologies, undertake research as appropriate and keep SLT/Head of ICT informed.
17. Attend school events as required to support ICT use/delivery, e.g. Open evening, Parents evening.
18. To participate fully in the school's performance management process. To demonstrate a

commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.

19. Support visitors with onsite ICT use (guest internet access, connecting to displays, printing, etc.) as required.

20. Perform tasks associated with lower grade roles e.g. file management, organising media files and supporting the website.

Individuals in this role may also:

1. 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

2. In consultation with or under the guidance of a teacher or senior member of support staff, co-ordinate the planning, developing and/organising equipment and procedures for the specialist technical area.

3. Undertake routine maintenance of technical equipment including Augmentative and Alternative Communication.

4. Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience in all aspects of ICT technical support.
- Working at or towards national occupational standards (NOS) for IT Professionals and knowledge / skills equivalent to current national qualifications in ICT Level 4 and / or vendor qualifications for the specific hardware / software used.

Prepared by:	Andrea Harvey	**Date:**	20/04/2022

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance
Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.