

Digital Technology Manager



**KING EDWARD VI
KING'S NORTON
SCHOOL FOR BOYS**

Educational excellence for our City

Responsible to: School Business Manager

Work hours: Full time, (36.5 hours) Monday to Friday, all year, permanent contract.

Indicative Working pattern: Mon – Friday 8:00 – 15:48 (inc. 30min lunch break).

Salary FTE: National Joint Council Pay-Scale Point 26, £32,909 to Point 39 £45,495

Key responsibilities:

- Identifying, communicating, and implementing strategic leadership and direction for IT across the school including IT refresh cycles.
- Ensuring that all systems and processes support 2S2C principles (Standardise, Simplify, Consistency and Compliance)
- Technical authority and Lead on all IT related subjects.
- Line Management responsibilities.

General duties:

- Ensure that automated systems between the MIS and M365 are operating correctly.
- Ensure the high availability of servers within Azure and their availability within the school.
- Ownership and responsibility for all Service Level Agreements with third parties as appropriate.
- Ensure all devices (new and existing) are correctly enrolled and managed with appropriate policies and software updates within InTune.
- Monitor local Wi-Fi and physical local networks (access points, cabling and switching etc.) to ensure correct operation.
- Maintain accurate records of inventory items, software catalogue (inc. licensing), network topology and changes to enable swift diagnosis of issues.
- Lead on any planned IT works including liaising with external partners.
- Assure accessibility of MIS to any users requiring access to it.
- Strategic planning for scheduled refresh of IT equipment and systems
- Assure correct operation and availability of backup systems and disaster recovery contingencies including correct documentation of procedures and retention policies etc.
- Assure the availability of sufficient equipment to support teaching and learning, and administrative functions within the school.
- Assure the correct configuration and operation of SmoothWall firewall and content filtering provision.
- Provide training on an individual or group basis.
- Maintain oversight of IT Budget as appropriate.
- Continue to maintain currency on emerging technologies and participate in continuous development to ensure you are equipped to perform the role.

- Participate in your own and deliver annual performance review cycles to those you line manage.

Support for the School:

- To be aware of, and comply with, all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff.
- To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people within the team.
- To attend and participate in meetings as required.
- The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headteacher, commensurate with the grade of the post.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Person Specification – Digital Technology Manager

Professional Competence & Experience	<ul style="list-style-type: none"> • Experience of managing an IT Network. • Evidence of taking responsibility for own professional development
Skills and Knowledge	<ul style="list-style-type: none"> • Evidence of strong IT skills which have supported end users in their IT use. • Able to demonstrate effective budget management and strategic planning for IT infrastructure. • An understanding of the DfE digital and technology standards in school • Knowledge of current developments in technology and cyber security • A good understanding of basic safeguarding and child protection practices. • Able to form good working relationships with all staff and students • Able to communicate effectively, orally and in writing • Confident in own ability to be effective and to take on challenges • Efficient and effective administrative, organisational and personal management skills
Personal Qualities	<ul style="list-style-type: none"> • Able to motivate others and to adopt a positive approach in the workplace. • Energy, enthusiasm and perseverance • Reliability and integrity • Good interpersonal skills • Commitment to the ethos ‘we are all learners’ • Capacity to work hard, under pressure, to meet deadlines • A good record of attendance during the last three years • Adaptable and amenable • Ability to work independently and be a team player • Commitment to developing standards within the IT department
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to inclusive education
Health and Safety	<ul style="list-style-type: none"> • An understanding of health and safety issues

King’s Norton School for Boys’ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.