



Ripon Grammar School

Job Description

Systems Manager

Key Aspects of Role:

Implementation, maintenance, purchase, development and auditing of all resources for ICT within the school, for both curricular and administrative purposes.

Reports To:

Headmaster
Deputy Head [Curriculum]

Terms and Conditions:

37 hpw, Full Year
NYCC Grade J, points 26 – 29

Job Purpose:

To play an important role in supporting and developing the ICT across the school. The Systems Manager is responsible for the strategic, operational management and development of the ICT systems. The Systems Manager will work closely with key academic staff to ensure that the ICT systems support the teaching and learning processes effectively. As an experienced IT professional, the Systems Manager will manage the team in supporting all users of ICT.

Professional Attributes and Qualifications:

- Interest in the provision of excellent IT systems within an educational context
- Ability to delegate tasks, deploy staff effectively and resolve problems
- Excellent organisational and time management skills
- Ability to promote team and individual excellence
- Strong communication skills and willingness to contribute to strategic decision making with regard to IT systems
- Appropriate technical skills and knowledge to oversee a medium sized network

Main responsibilities and duties:

Strategic

To provide a highly available, reliable and consistent ICT provision within the school.

To be responsible for all aspects of computer services in the school and to take a technical lead to ensure that school business needs are met

To direct and develop the usage of ICT within teaching and learning.

Liaise with administrative and teaching staff to evaluate software and advise them regarding implementation and maintenance of facilities for teaching and learning.

Provide support and direction to curricular and administrative staff upon technical issues and development of resources.

To actively communicate and consult with all users about service levels; planned service outages or service level disruptions.

To be proactive, knowledgeable and up-to-date with new technologies; both in industry and education to ensure the delivery of excellence in IT.

Evaluate new technologies as to their appropriateness to the school. Use knowledge to optimise working practices.

Analyse and implement the purchase and ordering of all ICT related supplies.

Liaise and advise the headmaster, senior leadership team and governors regarding development and purchases of ICT software and hardware.

Project manage, analyse and evaluate requirements for the upgrading and development of the school network and facilities.

Liaise with all external bodies and suppliers to achieve “best value” for the network and curricular maintenance, development and support contracts.

Liaise with hardware and software support agencies.

Ensure compatibility and interdependencies between all network features.

Ensure that interruptions to the availability of the IT environment as a result of incidents or planned maintenance are minimised through a proactive and comprehensive focus on prevention rather than cure.

Ensure that school IT related policies are kept up to date and reflect the requirements of usage of the school facilities. Ensure these policies reflect the requirements of the Data Protection Act and LEA guidelines.

Deliver the ICT 5 Year Strategic Plan in line with the school’s 5 year improvement plan. Update the plan as necessary including budget figures and rationale. Report to SLT on progress.

Operational

To manage the ICT facilities including:

Servers, Client stations, Laptops, Printers, Interactive whiteboards and screens, Projectors, VMWARE vSphere virtualisation platform, Office 365, Dell Compellent SAN, Veeam Backup Infrastructure and all other ICT facilities within the school.

Domain administration and maintenance of network services such as DHCP, DNS, Active Directory, Group Policy, MECM.

Management of over 1000 domain users and vigilant attention to security and safeguarding

Management of school email organisation. Closely monitor incoming and outgoing emails ensuring security and sanitisation is maintained at all times. Review the loads and capacity of the email organisation to meet needs and trends.

Management and maintenance of networking technologies including HP Aruba switches, routers, Smoothwall firewall and filtering appliance.

Management of WLAN solutions. (Ubiquiti)

Management of CCTV infrastructure and maintenance of associated media.

Deliver technical training to staff.

Liaise with architects, contractors and installers regarding developments.

Design and test new technologies.

Organise in-house repairs and service for all out of warranty equipment

Organise the environmental disposal of all obsolete equipment

Maintain network integrities and keep information logs concerning them, such as:

- OS updates and patches monitoring and provisioning

- Virus protection, regular updating and monitoring and prevention

- Email filtering

- Internet filtering, updating and monitoring student use.

- Storage technologies

- Backup system including daily/weekly back up of all data stored on the system including off site storage as per regulations. Ensure a robust DR plan is in place.

Install, maintain, evaluate and develop the software appropriate to the requirements for teaching and learning.

Maintain fault reporting and logging system

To manage the installation and configuration of all software on the network to ensure compliance with all licence and copyright regulations.

Inventories of all equipment and their specification

Liaise and assist the Data Manager with implementation and development of the management information system. Monitor the system integrity, attend Bromcom development seminars and advise upon technical improvements, issues and appropriate development areas.

Supervise the updating of material for the school display screens (ScreenCloud).

Management of access to school facilities from home. Audit usage and plan for future developments of this technology in line with trend of using own devices.

Attend training and assist in training workshops as appropriate

Managerial

Manage the ICT Management team and oversee individual's responsibilities. Give excellent direction to team members and be responsible for their welfare in the workplace. Provide supervision, training and development of the ICT apprentice. Achieve high standards throughout the team. Make appropriate arrangements for training and oversee their professional development.

Conduct yearly review meetings followed up with regular briefings and meetings. Chair these discussions and formulate work schedules and priorities for the team.

Be responsible for own work load and professional development.

Any other duties as reasonably requested by the Headmaster

[This job description is subject to periodic review to reflect changing priorities]

Signed:

Date: