Northern Education Trust – Job Description

Job Title:	Regional ICT Manager		
Base:	Southern Region (Academy base to be discussed at interview and confirmed on appointment)		
Reports to:	Director of ICT	Grade:	NJC SCP 35-39
Additional:	Regular travel is required across the region to Trust academies and to other Trust offices.	Term:	Permanent

JOB PURPOSE

- Leading, managing and developing the teams of ICT technicians working within the academies you are deployed to work across. Ensuring that ICT services and equipment are deployed in line with the Trust's policies and vision for ICT.

JOB SUMMARY

1. You will have responsibility for working across two or more academies within Northern Education Trust.
2. Lead, manage and develop the team of ICT technicians working within the academies you are deployed across.
3. Ensure that ICT services and equipment are deployed in line with the Trust's policies and vision for ICT.
4. Ensuring the effective and efficient support and deployment of ICT related equipment and resources to create a robust and resilient service.
5. Provide third line support to staff and students within the academies you are deployed.
6. Ensure that hardware and software are deployed, installed and maintained in accordance with the requirements of the academies and the Trust's strategic vision for ICT.
7. Work with the Director of IT to develop an effective, resilient and scalable LAN.
8. Work with the Director of IT to design, develop, manage and monitor processes and procedures to ensure effective and efficient management and delivery of ICT and ICT support services to support teaching and learning within academies.
9. Contribute to the identification, management and implementation of suitable hardware and software solutions which may benefit the academies.
10. Ensure that data is secure and that the Trust's policies on data protection and data handling are adhered to.
11. Ensure that backup and disaster recovery procedures are in place, tested and fit for purpose.
12. Managing and monitoring ICT and related budgets.
13. Contributing to the Trust's capital plans for ICT.
14. Managing and monitoring risk assessments as appropriate.
15. Managing and monitoring the training of all academy staff with regard to health and safety implications of ICT.
16. Undertake the training of all academy staff with regard to the Trust's policies on ICT.
17. Contribute to the development of the Trust's policies and procedures on ICT.
18. Ensuring compliance with any relevant health and safety legislation.
19. Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
20. Demonstrating an active commitment to on-going professional development.
21. Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Board or the Chief Executive.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: ……………………………… Date: ……………………………..

Application Stage

The following criteria will be used to short-list during the application and interview stages:

A	ESSENTIAL TRAINING AND QUALIFICATIONS	Application	Interview
1	A*-C in GCSE English and Maths	Yes	
2	Relevant degree or equivalent	Yes	
3	Evidence of recent further professional learning	Yes	Yes
A	DESIRABLE TRAINING AND QUALIFICATIONS	Application	Interview
1	Professional Qualification	Yes	
2	Have completed a course on Customer Services/Support (ICT)	Yes	
B	ESSENTIAL WORK RELATED EXPERIENCE AND ASSOCIATED SKILLS	Application	Interview
1	Recent substantial successful experience of working in a busy ICT environment	Yes	Yes
2	Technically experienced with a proven ICT record including delivering complex systems / networks as to enable ICT to meet the needs of academies / students.	Yes	Yes
3	Experience of managing and developing staff including effective performance reviews and continuous service reviews	Yes	Yes
4	The ability to liaise with internet service providers and other suppliers or contractors in relation to routine matters and fixing simple faults	Yes	
5	Extensive Knowledge of Microsoft Windows OS.	Yes	
	Extensive Knowledge of Apple OSx and IOS.	Yes	
6	Knowledge of software and network integrity and security	Yes	Yes
7	Using a Service desk/Helpdesk to record and respond to logged issues.	Yes	
8	The ability to install, test and maintain hardware and software for networks and stand-alone use	Yes	
9	Proven ability to create and lead an ICT team to best support academies / students needs	Yes	
10	Expert understanding of the configuration and deployment of Microsoft desktop operating systems; including configuration using Active Directory.	Yes	
11	Knowledge of health and safety requirements	Yes	Yes
B	DESIRABLE EXPERIENCE OF SCHOOL ICT	Application	Interview
1	Ability to provide in-service training to colleagues	Yes	Yes
2	Experience of working in more than one school	Yes	

3	Ability to evaluate the software used in the classroom	Yes	Yes
C	ESSENTIAL PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Application	Interview
1	Evidence of knowledge and understanding of risk management	Yes	Yes
2	Evidence of knowledge and understanding of safeguarding issues	Yes	Yes
C	DESIRABLE PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Application	Interview
1	Knowledge of the role of Academy Trust members and Governors		Yes

A	PERSONAL ATTRIBUTES/SKILLS	Application	Interview
1	A commitment to equality and diversity		Yes
2	A profound commitment to the vision and ethos of the Trust and the maintenance of excellent standards.		Yes
3	High standards of integrity and a positive role model for pupils, staff, parents and the wider community		Yes
4	An ability to challenge and motivate others to create high performing team work		Yes
5	The ability to communicate, orally and in writing, clearly and effectively and to understand the view of others		Yes
6	An ability to analyse and interpret information to make calm, informed decisions and exercise good judgement even when under pressure		Yes
8	The ability to plan time effectively and to organise oneself well		Yes
9	Stamina, resilience, reliability and integrity		Yes
10	An understanding of the value of a successful work life balance for self and others		Yes
B	SPECIAL WORKING CONDITIONS		
1	Occasional working outside of normal school hours may be required		Yes

The following methods of assessment will be used:

- Technical Assessment of application against criteria
- Interview

Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Qualifications essential to the post
5	Two references from current and previous employers (or education establishment if applicant not in employment)