

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Strategic ICT Manager` (Secondary School)	JOB REF NO	AAAE5057
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BASIC JOB PURPOSE

To lead the Network Support Team in the management, provision, implementation and administration of the school ICT network(s); to maximise efficiency and effectiveness. This job holder will work in a school that has no external contract for IT.

(Network Support services also may be provided to "feeder" Primary Schools in the area).

NO	MAIN RESPONSIBILITIES
1	Manage the whole school ICT network(s), both curriculum and administration systems, to ensure that the educational and business needs of the school are met.
2	Manage the procurement and installation of all software on the school's network(s), and act as systems manager for the school administrative system.
3	Manage the current ICT infrastructure and plan, price, procure and implement future developments.
4	Manage arrangements for securing the school's data, both curriculum and administration; to ensure that adequate backup and disaster-recovery plans are in place.
5	Manage the Network Support Team at the school.
6	Undertake ICT training for Network Support Team, teaching and support staff, in liaison with the Business Manager; including both the planning and delivery of such training.
7	Manage the school's telecommunications network and audio/visual provisions, ensuring that curriculum and administrative needs are met.
8	Where appropriate, manage the provision of ICT support to "feeder" Primary Schools, ensuring that the terms of the Service Level Agreements with those schools are met.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	