



## CONFIDENTIAL – Priory School

### Job Description

Job Title	Network and IT Manager	Job Holder	
Author	Sarah Moore	Date Created	11 September 2020
Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

### Outline Description of Role

To develop and maintain the school's network systems, hardware and software to facilitate the management of the school. To advise on IT curriculum development to enhance pupil learning.  
To line manage the ICT Curriculum Apprentice

### Key:

E – Of Essential Importance and Central to Job Role  
D – Desirable

Responsibilities	E	D
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Network and IT		E	D
1.	Act as the MIS System Manager and carry out maintenance and upgrades to the MIS system (currently SIMS) ensuring continuity of service.	✓	
2.	Act as the System Manager for any other services that hold school data (such as finance or asset packages) and carry out maintenance and upgrades to these systems ensuring continuity of service	✓	
3.	Ensure there is a backup of all required school data	✓	
4.	Effectively organise the structure of the data that is held by the school, both on and separate to the MIS system so that staff can input and output data efficiently.	✓	
5.	Be responsible for and maintain the integrity of the data held on and separate to the MIS system	✓	
6.	Be responsible for and maintain the high level of security of data held on and separate to the MIS system	✓	
7.	Output and analyse data from the MIS system (and other system(s) if applicable) in any possible format requested by the Senior Leadership Team.	✓	
8.	To assist the Business Manager to effectively run and submit censuses to the Local Authority ensuring all data submitted is correct and up-to-date.	✓	
9.	Train staff on any data-related or IT requirements.	✓	
10.	Advise on the procurement of any data-related software/services.	✓	
11.	Ensure the school adheres to any legislation relating to the storage and processing of data (such as GDPR).	✓	



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12.	Be responsible for managing, maintaining and updating the school's network, ensuring it is operational during access hours and resolve failure problems. To carry out other associated tasks and responsibilities which ensure smooth running of network keeping downtime to a minimum as critical service for both curriculum and administration.	✓	
13.	Manage and oversee other critical systems e.g. cashless catering, access control systems, telephone systems, CCTV and the photocopying provision.	✓	
14.	Undertake regular server maintenance, housekeeping including antivirus maintenance and daily backups.	✓	
15.	Assist and respond swiftly if students or staff need assistance in the classroom when using the network, internet and software; ensuring all faults are logged to <a href="mailto:helpdesk@prioryschool.com">helpdesk@prioryschool.com</a> .	✓	
16.	Manage and support the development of the website and web-based portals under the direction of the Business Manager, ensuring that it is compliant with the DfE's requirements at all times.	✓	
17.	Plan, advise and support Leadership Team in developing school wide ICT strategy.	✓	
18.	Effectively project manage network changes including reviewing and assessing and managing any procurement process in line with the school's Finance Regulations Manual and Policy.	✓	
19.	Be responsible for liaison with relevant ICT bodies, such as school's hardware providers, Capita, and others, to help develop ICT strategy and provision across the school.	✓	
20.	Be responsible for the maintenance, set up and testing ICT equipment, including peripherals.	✓	
21.	Be responsible for ensuring first line technical support is provided to all ICT users within the school.	✓	
22.	Be responsible for ensuring a safe working environment in relation to ICT equipment and spaces, also ensuring all measures are taken for securing equipment.	✓	
23.	Be responsible for oversight of service/maintenance contracts for all systems and related equipment	✓	
24.	Be responsible for procurement of all ICT equipment while adhering to the value for money principle. To advise on any purchases to ensure all requirements are met.	✓	
25.	Be competent and confident with the range of common software and hardware in the school and provide advice and support to departments, staff and students on use of hardware and software, including structured in-class support where appropriate.	✓	
26.	Monitor the use of software/apps across the network.	✓	
27.	Set up security parameters within the schools policy and monitor access ensuring that a maximum level of network security is maintained at all times. Report inappropriate use to the Business Manager.	✓	
28.	Be responsible for recording and updating an inventory schedule for all ICT equipment.	✓	



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29.	Have technical oversight of development within the school of e-mail and communications technology, including managing cloud-based communication and management technologies such as Office365 and/or Google G-Suite	✓	
30.	Be aware of developments in IT in education and industry. To undertake research as requested and provide strategic advice to the Leadership Team.	✓	
31.	Be responsible for the ICT budget and the ICT Consumables budget and the forward plan rolling programme of server and workstation upgrades within budget.	✓	
32.	Be responsible for the effective technical implementation, roll-out and future maintenance and operation of agreed ICT projects and initiatives, such as the school's broadband internet connection.	✓	
33.	Ensure there is a plan for business continuity for all IT related matters	✓	
34.	Act as main out-of-hours critical error contact.	✓	
<b>Data</b>			
35.	Work with the Business Manager and Governors with responsibility for GDPR, to advise the school and school employees about their obligations under current Data Protection laws including GDPR	✓	
36.	Ensure the school is compliant with current Data Protection laws by ensuring all data processing is conducted lawfully and follows its GDPR policy which is kept up to date	✓	
37.	Conduct internal data audits, risk assessments and maintain data processing documentation such as data impact assessments	✓	
38.	Act as the point of contact in school for communications, and report any data breaches to the Data Protection Officer as necessary	✓	
39.	Act as the point of contact for individuals who make subject access requests, collating and fulfilling such requests	✓	
40.	Remain at the forefront of data protection laws and processes, attending training where appropriate	✓	
41.	Report to the Governing Body on the school's data protection compliance and associated risks	✓	
<b>Staff Management</b>			
42.	To mentor and line manage the IT Apprentice, including conducting regular 1:1 meetings and performance management reviews in accordance with the School's Performance Management policy.	✓	
43.	Responsible for the deployment and work of the above named staff.	✓	
44.	Responsible for organising suitable continuous professional development opportunities for the above named staff.		
45.	Promote teamwork and to motivate staff to ensure effective working relationships.	✓	
46.	Ensure the team managed is fully aware of their duties under GDPR and that they adhere to the school's policy at all times.	✓	



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Duties		E	D
47.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School leadership team.	✓	
48.	Contribute to and exemplify the values of the Priory School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Board to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	✓	
49.	Understand and comply with the Support Staff Standards at all times.	✓	
50.	Actively promote the inclusion of all children into whole school activities.	✓	
51.	Actively seek opportunities for professional development.	✓	
52.	Be aware of and respect all children's religious beliefs and cultures.	✓	
53.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.	✓	
54.	Develop effective, professional working relationships with colleagues	✓	
55.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.	✓	
56.	Undertake a 30-minute duty each week.	✓	

Compliance		E	D
57.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.	✓	
58.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.	✓	
59.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young	✓	



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	People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times		
60.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.	✓	
61.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.	✓	