The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

<table>
<thead>
<tr>
<th>Job title</th>
<th>ICT Manager 1</th>
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</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>[School name - amend as appropriate]</td>
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<tr>
<td>Reporting to</td>
<td>Headteacher</td>
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<tr>
<td>Grade</td>
<td>PO3</td>
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</tbody>
</table>

Job description

Purpose of the post:
- To ensure high quality performance through effective monitoring, evaluation, development and best value approach in the use of ICT resources to enable students to achieve their best.

Main duties and responsibilities:

Management of Specialist Function:
- Allocation and monitoring of work.
- Line management, training and appraisal of support staff.
- Part of management team, involved in planning and with budget responsibilities.
- Provide specialist support as network manager, including preparation, maintenance of ICT resources and support to staff and pupils. Under the guidance of senior staff, ensure that the school/centre establishes and maintains high quality learning facilities.
- Audit the current provision of hardware and software, ensuring that all equipment and resources meet the demand of the business plan.

Support for Pupils:
- Use specialist skills/training/experience to support pupils.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher:
- Be responsible for the creation and maintenance of a purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
- Produce lesson/work plans and worksheets within an agreed system of supervision.
- Take a lead role in planning, development and organisation of systems/procedures/policies.
- Manage records, information and data, producing analysis and reports.
Promote and ensure the health and safety and good behaviour of pupils at all times.
Undertake marking of pupils work within a specialist area and accurately record achievement/progress.
Administer, assess and mark tests and invigilate exams/tests related to a specialist subject.

Support for the School:
- Lead on discrete areas. Be responsible for the design and delivery of support requiring advanced level of knowledge.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Lead for whole school in a specialist area and share expertise and skills with others.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities which are ICT related e.g. clubs and extra-curricular activities within guidelines established by the school.

Management responsibilities:
- Manage a team of support staff within ICT.
- Liaise between managers/teaching staff and support staff.
- Hold regular team meetings with managed staff.
- Represent support staff at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring of other support staff.

Support for the Curriculum:
- Be responsible for maintenance/quality/safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide highly specialist advice and guidance as required.
- Deliver learning activities to pupils within an agreed system of supervision in specialist area.
Responsibilities:

- Develop the security and long-term planning of the network. Work with senior staff to produce short, medium and long term development plans.
- Investigate new technologies and work within an agreed budget to purchase, install and ensure all staff are conversant and confident in the use of new equipment.
- Develop and maintain ICT infrastructure that supports staff and students using specialist and general ICT facilities.
- Trouble-shoot and repair when possible ICT and audio visual equipment problems.
- Install hardware and remove software on workstations. Ensure maintenance of all hardware, software, and equipment.
- Co-ordinate a plan for security updates of workstations, inform staff of critical updates and manage licences of software for workstations and servers.
- Keep an inventory of all equipment; ensure that all equipment is security tagged/marked after purchase.
- Maintain printers; refill printer toner and ink cartridges, clean heads and ensure alignment.
- Load software prior to lessons
- Ensure the efficient running of the ICT suite for use.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
**Job Title:** ICT Manager 1

## Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1. NVQ Level 4 or equivalent qualification or experience in relevant discipline i.e. networking equipment and software, across an organisation.</td>
<td>✓</td>
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<thead>
<tr>
<th>Experience</th>
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<tbody>
<tr>
<td>2. Several years experience working in a relevant discipline in a learning environment.</td>
<td>✓</td>
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<thead>
<tr>
<th>Knowledge</th>
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<tr>
<td>3. Full working knowledge of relevant polices/codes of practice/legislation.</td>
<td>✓</td>
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<tr>
<td>4. Understanding of statutory frameworks relating to teaching, according to particulars of the post.</td>
<td>✓</td>
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<td>5. Relevant knowledge of first aid.</td>
<td>✓</td>
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<th>Skills</th>
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<td>6. Excellent numeracy/literacy skills.</td>
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<td>7. Effective use of ICT to support learning.</td>
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<td>8. Use of specialist equipment/resources.</td>
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<td>9. Ability to organise, lead and motivate a team.</td>
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<tr>
<td>10. Ability to self-evaluate learning needs and actively seek learning opportunities.</td>
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<tr>
<td>11. Ability to relate well to children and adults.</td>
<td>✓</td>
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<tr>
<td>12. Display commitment to the protection and safeguarding of children and young people.</td>
<td>✓</td>
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