



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Deputy Trust IT Manager

Reporting to: Trust IT Manager

Purpose

Under the direction of the Trust IT Manager to be actively involved in the management and strategic development of the IT provision and networks, providing technical support to ICT users across the Trust.

To undertake daily management of the network environment including (but not limited to) servers, desktop & laptop computers, switches, wireless and telephony infrastructure in line with the Trusts' ICT Policy.

Key Duties

- To deputise for the Trust IT Manager as appropriate.
- Line management of IT Technicians and Apprentices.
- Proactively identify potential problems within ICT networks including hardware and software, and to rectify identified problems.
- To develop, implement and monitor preventative measures to protect the Trust's IT equipment.
- To be responsible for the Trust's business critical systems.
- To coordinate the installation and maintenance of hardware and software across the Trust
- To ensure compliance in terms of regular back up operations, maintaining security systems and maintaining up-to-date virus protection.
- To offer support and assist staff in solving ICT problems.

- To assist with the development of the Trust's ICT Policy under the direction of the Trust IT Manager.
- Under the direction of the Trust IT Manager, manage the procurement of hardware, software, and consumables in line with Trust policy and agreed budget provision.
- To maintain confidentiality at all times in respect of trust related matters to prevent disclosure of confidential and sensitive information.
- Oversee the maintenance, setup and management of the CCTV system.
- Coordinate the management of designated areas of the website, ensuring accuracy.
- Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions.
- To coordinate the approval and administration of user accounts, permissions, and access rights.
- Manage and maintain Paxton security systems including the organising the programming of ID cards.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to Trust's Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher/Line Manager in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipated changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Deputy Trust IT Manager Person Specification

	Essential	Desirable
A minimum of three years previous school ICT support experience essential.	*	
Previous experience of PC maintenance and repair	*	
Experience of LANS/WANS	*	
Ability to work collaboratively with colleagues at all levels throughout the Trust.	*	
Experience of managing staff	*	
Ability to communicate effectively with colleagues and students.	*	
Ability to provide training and support on ICT packages.	*	
Understanding of the use of ICT in a classroom setting.	*	
Strong analytical and problem-solving skills	*	
Strong organisation and administration skills	*	
Ability to work without supervision and prioritise work	*	
Willingness to undertake further training.	*	
Physical ability to lift/move computers and related equipment.	*	
Ability to reach inaccessible areas for installation and maintenance of equipment.		*
Evidence of further professional development in the ICT field		*