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**JOB DESCRIPTION**

Job Title: IT Manager

Hours: 37 Hours Per Week, full time, all year round

Salary: £21,589 to £23,836 (starting wage dependant upon experience)

Location: Working flexibly across the Inspire estate

**Purpose of the Post**

To lead and manage IT staff, ensuring the delivery of IT services and technical support to the staff team and pupils across the Inspire family of academies, ensuring the Academy Trust’s ICT infrastructure runs effectively and efficiently.

**Key Responsibilities/Tasks**

Main Duties

* Manage IT support services across the Trust, distributing tasks to the IT team to provide an efficient and responsive service whilst monitoring their workload effectively
* Day to day management and direction of the IT staff and apprentice
* Identifying opportunities for team training and skills advancement of the IT staff and apprentice
* Monitor and maintain IT systems, servers and network equipment to ensure IT services are available to staff and pupils as required
* Maintain Office 365 cloud based email services
* Manage and provide first line support to users across the Trust
* Manage and deploy agreed software to end users as required
* Manage, monitor and deploy the agreed antivirus solution across all end devices
* Achieve best value for products and services, obtaining quotes for equipment and services as directed by senior leaders across the Trust
* Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
* Organise and complete the installation and maintenance of ICT resources across the Trust, complete porterage (installation of equipment may require working at height and/or working in confined spaces e.g. data cabinets)
* Oversee and complete the development and routine updating of the Trust and academy websites
* Undertake IT tasks as requested by senior leaders
* Undertake any other reasonable or associated duties as required
* Ensure IT systems and controls including firewalls deliver the security of all Trust data, in line with the requirments of Data Protection regulations
* Work towards any identified CPD programme and undertake training and development relevant to the role
* Reporting to trustees on a termly basis, including written and face-to-face reporting
* Work with school based IT Co-ordinators to support improvements across the IT curriculum

Organisational Duties

* Keep abreast of relevant developments and new technologies in the field of IT and communication and cascade this information as appropriate
* Ensure effective IT record keeping, documenting software licensing including monitoring renewals within appropriate timescales
* Provide, training, CPD and practical instruction for new systems and equipment to end users
* Update and maintain an IT asset register for each academy and for the Trust
* Conducting regular system audits and sharing system reports with senior leaders
* Maintain confidentiality at all times in respect of Trust-related matters and to prevent the disclosure of confidential and sensitive information in line with the principles of Data Protection.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Annual leave must be taken during school holidays.

Author: Simon Allan

Date: September 2019