

**Director of IT Systems**  
**Grade 11(£40,760 - £45,591) Pay Award Pending 52/52**

**Job Specification**

Applications for this exciting opportunity are welcome from IT experts with substantial experience of providing an excellent IT environment in an educational setting. Qualified teacher status is not essential.

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of IT
- Be team players
- Communicate well
- Be positive and co-operative
- Review what they do regularly
- Be punctual

**We will never lose sight of the over-riding priority of putting the teaching and learning of students first.**

**Responsible to and mentored by:**                      The Headteacher

**Job Description Summary**

**Purpose**

To lead, develop and implement the IT and e-Learning Strategy for the School as agreed with the Headteacher and Senior Leadership Team.

As well as having a very high level of technical expertise, the successful candidate must have a clear vision of how to create a flexible and inspirational IT environment which enhances teaching and learning, enables learners to develop their independence and empowers creativity.

**Strategy and Planning**

- Design and implement short and long term plans to make certain the School curriculum and administration networks, including Management Information Systems, have capacity to meet existing and future requirements.
- To develop a coherent overall strategy for e-Learning within the school to support students' personalised learning.
- Identify, plan and cost all future IT and e-Learning developments and upgrades within the School's IT infrastructure.
- Manage a substantial budget effectively.
- Develop and deploy methodologies for testing network performance and Management Information Systems and provide performance statistics and reports.
- Liaise with the local authority to further develop the North Tyneside Learning Platform as a management information system for all school stakeholders.
- Establish best practices and policies for installing, configuring, maintaining, and troubleshooting end user hardware, software and peripheral devices.

- To regularly monitor and review performance of suppliers against contracts and Service Level Agreements, bearing in mind that there might be better, more cost effective alternatives.
- To keep abreast of new Government and LA initiatives in IT.
- To ensure that the management of our IT systems ensures legal, ethical and safe practices are followed throughout the school.

### **Operational Management**

- Direct and line-manage the School IT support staff and, when necessary, conduct performance reviews and corrective action.
- Manage the School's curriculum and administrative networks including Management Information Systems.
- Responsibility for backup systems and disaster contingencies as they affect the administration and curriculum networks.
- Monitor and control whole school IT spending.
- Manage and ensure optimal operation of all network hardware, software, security solutions and equipment such as switches, routers, UPS etc.
- Manage, monitor and develop the school's website.
- Ensure data protection applications are current and within the requirements of GDPR.
- Approve and arrange for the administration of user accounts and access rights.
- Identify IT training needs of all School staff.
- Lead staff training on issues relating to IT and e-learning and how it can be used to improve teaching and learning.
- Advise School SLT and staff on emerging technologies as appropriate.
- Provide or arrange training as appropriate for IT support staff.
- Liaise with the local authority or any other outside agencies for the repair of any IT or e-learning equipment.
- Arrange the installation of all new computer software speedily, enabling curriculum areas to use.
- Arrange annual inspection and safety testing of computer equipment.
- Monitor the day to day maintenance of the School's computer systems.
- Manage and monitor appropriate technical support to curriculum and administration areas.
- Maintain the School's computer inventory, insurance list and audit.
- Maintain robust and thorough security arrangements to ensure that IT systems are not abused and that all users can use our systems safely.

*This is an illustrative list of main tasks and is not intended to be exhaustive nor exclusive. Duties may be added or removed as part of the regular staffing review process.*