FARMOR'S SCHOOL
Job Description and Person Specification

Post Title	School IT Manager
Line Management	School Business Manager (SBM)
Pay	Grade 8 – Scale Pt 26-30

Accountabilities
The post holder will be accountable for:

leading, managing and supporting all technical aspects of curriculum and administrative IT within the school, keeping the school at the forefront of emerging technologies.

Primary duties

- Lead the strategic development of all ICT systems across the school and sixth form centre.
- Line management of digital technology team.
- Provide effective technical support for all users.
- Provide training to users as required.
- Provide regular updates on faults/issues to all users via appropriate means.
- Audit and monitor the provision of ICT support to ensure IT resources are fully operational, supporting uninterrupted teaching and learning.
- Manage filtered internet connectivity and proxy server.
- Oversee the school's WiFi provision across various VLANs.
- Manage all elements of the school's Microsoft 365 tenancy.
- Administer school-owned Chromebook and Windows devices.
- Manage relationships with third-party IT service providers.
- Oversee backup systems and disaster recovery contingencies.
- Manage the school's MIS system, ensuring all upgrades and relevant patches are installed.
- Oversee the school's printing and photocopying provision.
- Identify, plan, and cost future developments and upgrades of the ICT infrastructure within agreed budgets.
- Oversee software licensing, ensuring timely renewals.
- Develop and review the five-year IT development plan.
- Oversee the creation and implementation of designated IT policies.
- Oversee the implementation of the schools' "acceptable use" policy.
- To support the school in meeting its safeguarding responsibilities.

Post holders should expect to carry out any other duties which may reasonably be expected given the nature of the role or any other reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Personal and professional attributes
The post holder will demonstrate:

- Must be able to demonstrate excellent numeracy skills
- Excellent computer skills, including Word and Excel
- Excellent communication skills, both written and verbal
- The ability to work quickly and accurately
- Able to work flexibly to meet the needs of the school

January 2025