



# BISHOP VESEY'S GRAMMAR SCHOOL

**Job Title:** ICT Systems and Network Manager  
**Hours:** 36.50 hours, all year round  
**Contract:** Fixed Term for year until 31<sup>st</sup> August 2027  
**Grade:** NJC PO2-PO3 (Spinal point range 29 to 35)

## 1 1.0 JOB PURPOSE

- 1.1 To be responsible, after consultation with the Finance and Operations and Senior Leadership i/c E Learning and other senior leaders, for strategic planning for ICT, to develop the effective utilisation in the school curriculum and administration.
- 1.2 To lead and oversee the work and ongoing development of the ICT support team
- 1.3 To be responsible for shaping the school's ICT network in line with the School Development Plan and organisational needs.
- 1.4 Ensuring a strong focus on continual the enhancement of the school's cyber security posture.
- 1.5 Implement and manage security measures to protect the Confidentiality, Integrity and Availability (CIA) of ICT systems and data.
- 1.6 To ensure that the school is compliant with all current and future legislation and best practice principles.
- 1.7 To be responsible for budget management for ICT Support and ICT Development.
- 1.8 To maximise the return on investment (ROI) on IT systems and services procured for the benefit of stakeholders whilst ensuring they are fit.
- 1.9 Providing technical advice, training and assistance to stakeholders in ICT-related matters.
- 1.10 To be responsible for all technical aspects of hardware and software including compatibility, security, installation, operation, upgrades and repairs.
- 1.11 Roll out new hardware and software efficiently with minimum end user impact.
- 1.12 Promote the highest standards of customer service and lead by example.
- 1.13 Ensure service delivery of critical IT systems that are core to the schools operations.
- 1.14 Seek swift resolution by escalating issues severely impacting the schools core functions.

## 2.0 DUTIES AND RESPONSIBILITIES

### 2.1 Strategic Planning for ICT

- To prepare management information and advice for the Leadership Group on issues of ICT development and funding.
- With consultation with the Finance and Operations and Senior Leadership i/c E Learning and other senior leaders, for strategic planning for ICT, to prepare strategic plans for development of curriculum and administrative uses.
- To provide technical expertise to assist in the preparation of bids for funding.
- Participate in weekly strategic ICT meetings to help keep organisational focus on ICT Matters across the school.

### 2.2 Development of the school's ICT networks and its effective use.

- Adopting and investing in the most appropriate technologies to meet the school's intended outcomes and objectives.
- To keep abreast of the technological developments landscape and add focus to any that would benefit the school operations.
- Design and implement changes to School's ICT software and hardware and liaise with consultants on the specifications of new software / hardware and upgrades as appropriate.
- Manage, maintain and ongoing adaption of the ICT network infrastructure that comprises of VLANNING, virtual and physical Windows/Linux servers, Hybrid AD environment running DHCP, DNS, NPS, RADIUS, LAPS, AppLocker, NPS, perimeter Firewalls cluster, Apple Ecosystem, JamF, Apple School Manager, M365, SaaS, PaaS, Intune, dual FTTC internet feeds, VoIP telephony, CCTV, Biometric entry, Cashless catering, web filtering, antimalware-EDR, Wireless network and SIP connectivity, laptops, desktops, tablets.

### 2.3 Development of the use of ICT in the curriculum and administration.

- Investigating and supporting the implementation of ICT in the curriculum and school administration processes.
- Developing and promoting the use of ICT based communication and collaboration tools across the school.
- To undertake training of staff to ensure they can make full use of the ICT systems and services at their disposal.
- Continually enhancing and streamlining the school's processes and operations.
- Plan, maintain and manage the audio-visual provision within the school, ensuring teaching and learning spaces are adequately equipped for their intended purpose.
- Enhancing the growth of cloud based service subscriptions and increasing usage of new features into the school operations.

### 2.4 Safeguard the school's ICT systems, data and users.

- Actively monitor emerging cyber threats for Intel that could pose a risk to the school's assets and lead with regard to cyber response plan initiation and testing.

- Operate a robust patch management system to ensure hardware and software cyber compliance for risk reduction/mitigation.
- Ensure the Incident Response Plan (IRP) is current and maintained for Business Continuity Planning (BCP) and Disaster Recovery (DR) scenarios.
- Carry out Incident Response, threat hunting and associated risk assessment.
- Ensure the school maintains compliance with the Cyber Essentials scheme.
- Continually reviewing and adopting appropriate security mechanisms including MFA and cryptography based technologies such as drive encryption.
- Ensure cyber best practises compliance to minimising risk of system exploitation and compromise.
- To monitor on-prem and C2C data backups and data integrity checks through regular restore testing.
- Carry out regularly safeguard filter testing to ensure systems are preventing access to inappropriate material and Defence In Depth (DID) is providing a safety net.
- Regular backup internet feed failure over testing.
- Regular Server infrastructure power loss simulation testing.
- Responsibility for robust web filtering and ensuring appropriate safe access for stakeholders.
- To access detailed reports on the use of internet and email systems activity as required for safeguarding Investigations.
- Promote a strong cyber awareness culture to all stakeholders.

2.5 Compliance with all current and future legislation and best practice principles.

- To ensure that the school complies with Health & Safety legislation in relation to ICT hardware and use.
- To ensure that the school is acting responsibly and legally with respect to copyright, computer misuse and data protection.
- Develop and implement ICT policies, procedures, and best practices to ensure compliance and security.
- Ensure all licences are in place as appropriate and to instil a respect for copyright laws within the School.

2.6 To oversee the work of the ICT support department.

- To meet regularly with team to provide focus, direction and support.
- To ensure team participation in CPD and Performance Development Reviews.
- Ongoing development of the team's technical abilities and competences on all ICT systems and services in operation.
- Oversee the management of the School's ICT inventory of hardware, software and ICT service provider's directory.
- To provide 3rd line support for the IT equipment and software applications installed.
- Oversee the development and maintenance of the school's website.

## 2.7 Responsible for budget management

- To manage the ICT Support Department budget.
- To manage the ICT Development Budget.
- Manage existing technical support agreements and service level agreements with third parties as necessary.
- Ensure best value in the procurement of services and their associated support contracts.

## **3.0 SUPERVISION RECEIVED**

3.1 Reports to: Finance & Operations Director

3.2 Responsible for: I.T. Support Team

## **4.0 SPECIAL CONDITIONS**

The position is a full time, fixed term post. Holidays must be taken outside of the normal school working hours.

## **5.0 PROBATIONARY PERIOD**

5.1 The post is subject to a satisfactory period of 26 weeks' probation for staff in their first post at BVGS.

## **6. BEHAVIOURS**

### **6.0 BEHAVIOURS – ALL STAFF**

6.1 Professionalism – actively seek ways to prevent over complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.

6.2 Leadership: lead by example, optimising those resources allocated.

Communicate clearly taking account of and welcoming feedback. Take a positive and resilient approach to change understanding of the longer term vision of the school.

6.3 Accountability – adopt a 'can do' attitude in the work that I deliver taking accountability for my own actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.

6.4 Transparency: work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant colleagues.

6.5 Ethical – aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.

### **7.0 BEHAVIOURS – LEADERS**

7.1 Visible and approachable.

7.2 Actively role model and create trust.

7.3 Create an inclusive environment to encourage a voice from everyone.

- 7.4 Lead, manage and communicate change.
- 7.5 Grow personal credibility.
- 7.6 Tackle under performance early and challenge unacceptable behaviour with courage.
- 7.7 Promote resilience and adaptability.
- 7.8 Set clear expectations and standards for self and others.
- 7.9 Empower others to solve problems and take ownership.

# Personal Specification

## 1. Qualifications & Training

- 1.1 Relevant ICT qualifications: Level 4+ qualification in ICT, Computing, Network Engineering or equivalent experience (Essential).
- 1.2 Vendor certifications e.g., Microsoft, CompTIA, Cisco (Desirable).
- 1.3 Safeguarding training: Understanding of safeguarding and data protection in education (Essential).

## 2. Experience

- 2.1 ICT systems management: Significant experience managing ICT networks, servers, cloud platforms and end-user devices (Essential).
- 2.2 ICT Strategic Planning & Leadership: Experience contributing to or leading ICT strategy, digital development planning or cloud-first transformation (Essential)
- 2.3 Leading ICT strategy in a school or MAT (Desirable).
- 2.4 Network & Systems Management: Managing complex networks VLANs, Windows/Linux servers, hybrid AD, M365, firewalls, Wi-Fi, CCTV, VoIP, filtering, EDR (Essential).
- 2.5 Cybersecurity Leadership/Cyber risk management, Patching, MFA, encryption, IRP/BCP/DR, Cyber Essentials compliance (Essential).
- 2.6 Cyber audits or threat hunting (Desirable).
- 2.7 Technical Support Leadership: Leading ICT support teams, setting direction, developing staff, managing workloads (Essential).
- 2.8 Delivering ICT upgrades and migrations, Servers, networks, cloud services, infrastructure changes (Essential).
- 2.9 School Environment Experience: Working in a school or education setting (Desirable).
- 2.10 Supplier & Contract Management: Experience working with external contractors and service providers (Essential).

## 3. Knowledge & Skills

- 3.1 Network administration: Strong understanding of Windows networks, Active Directory, Group Policy, Wi-Fi systems and device management (Essential).
- 3.2 Cloud platforms: Confident managing Microsoft 365, SharePoint, Teams and cloud storage (Essential).
- 3.3 Cybersecurity: Knowledge of GDPR, data protection, safeguarding, and security protocols (Essential).
- 3.4 MIS systems: Familiarity with school MIS platforms such as SIMS, Arbor or Bromcom (Desirable).
- 3.5 Problem solving: Ability to diagnose and resolve complex technical issues quickly (Essential).
- 3.6 Communication skills: Clear communicator able to support staff and students with varying levels of technical confidence (Essential).

#### 4. Personal Qualities

- 4.1. Leadership: Able to motivate, support and develop a small technical team (Essential).
- 4.2. Initiative: Proactive, organised and able to prioritise effectively (Essential).
- 4.3. Professionalism: Calm under pressure, reliable and committed to high standards (Essential).
- 4.4. Innovation: Keen to explore new technologies that enhance teaching and learning (Desirable).
- 4.5. Commitment to school values: Supportive of the school's ethos, safeguarding culture and community (Essential).

Signed by employee: .....

Dated: .....

Signed by Headteacher:

Dated: 28<sup>th</sup> May 2026

*Dominic Robson*