



# Blessed William Howard Catholic High School

Part of the St Gabriel the Archangel  
Catholic Multi-Academy Trust

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**Head of School: Mr T Dudley**

**Executive Principal: Mr K Brown**

## **IT Systems Administrator**

Job description and person specification

Forming Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

<b>Salary</b>	Grade 8 – full year
<b>Start Date</b>	As soon as possible
<b>Location</b>	Blessed William Howard
<b>Reporting to</b>	Principal/Regional IT & Systems Partner
<b>Responsible for</b>	ICT Technician
<b>Contract</b>	Full time, 52 weeks

## **Purpose of the Role**

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To ensure the effective delivery of IT services across the school. The postholder will take responsibility for managing the local IT team and will act as the primary point of contact between the school and the Regional IT & Systems Partner, delivering projects aligned to the school and Trust vision for technology.

## **Key Responsibilities**

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## **Strategic and Line Management**

- Line manage and develop the ICT Technician (and any future team members), including objective setting, coaching and performance management.
- Act as the primary point of contact between the school and the Regional IT & Systems Partner, resolving complex IT issues and escalating as needed.

- Oversee the development of local IT staff, providing support, training, and guidance to ensure maximum efficiency.
- Manage local IT budgets, contracts and software licences to ensure best value.

### **Infrastructure and Operations**

- Accountable for the day-to-day support, operations and management of the infrastructure (network, server, storage, endpoint, identity, security and cloud), ensuring availability, performance and resilience.
- Support and maintain the ICT hardware and software used in school.
- Perform server maintenance, support, configuration and upgrades.
- Support and maintain the wired and wireless infrastructure.
- Manage the backup and recovery strategy; ensuring data is successfully backed up and can be restored.
- To perform regular proactive maintenance of IT assets.

### **Service Desk and IT Support**

- Manage and monitor service desk operations to ensure timely resolution of IT issues.
- Diagnose and repair faults, acting as the escalation point for complex technical problems.
- Provide technical support to departments and staff on applications and functions, including school digital signage, websites and media.
- Support and maintain IT requirements for examinations, assessments and online testing.
- Ensure appropriate stock control systems are in place.
- Provide support in relation to the ICT and AV systems for Teaching and Learning.
- Provide extensive training, support and guidance to staff on the schools ICT systems and any updates and amendments.

### **Support for Audio-visual Systems**

- Maintain, repair and recommend upgrades to the schools AV systems including interactive screens, projectors and associated ancillary equipment.
- Advice on the provision and use of AV equipment.

### **Security, Compliance and Risk**

- Support and maintain network and device security and protection in line with Trust/school security and data protection policies.
- Maintain the security of the data held in school systems in line with all relevant legislation, including the UK GDPR.
- Collaborate with Data Protection leads to ensure controls meet safeguarding and GDPR standards.

### **Safeguarding Commitment**

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St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and

volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

## Benefits

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- A wide range of learning and development opportunities including, in-house, external, post-qualifying, professional, vocational and management development training; secondment opportunities and a commitment to continuous professional development.
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment
- Competitive salary
- Access to Local Government Pension Scheme
- A range of staff support initiatives to safeguard your physical and mental wellbeing including our Employee Assistance Support
- An annual performance review
- Sick pay - in accordance with national conditions of service
- Car Parking
- Cycle purchase scheme

## Application Process

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Interested candidates should submit a completed application form, including a supporting statement detailing their digital technology experience and suitability for the role. Informal discussions can be arranged with Matt Jones (Senior Digital Technologies Partner) on request.

This pivotal role offers a unique opportunity to shape and strengthen the use of digital technologies across St Gabriel the Archangel Catholic Multi-Academy Trust. You will ensure the highest standards of digital innovation and security, living out our mission and characteristics daily.

## Person Specification

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E = essential

D = desirable

Qualifications	
Degree in a related discipline, or equivalent proven experience	<b>D</b>
Evidence of continuing professional development	<b>E</b>
Relevant certifications (e.g., CompTIA, Microsoft, Cisco)	<b>D</b>
Experience	

Strong experience in an IT support or management role, ideally within an educational environment	<b>E</b>
Experience of working in an educational establishment	<b>D</b>
Knowledge of Microsoft Server and desktop operating systems, as well as network fundamentals.	<b>E</b>
Experience of delivering IT related projects	<b>E</b>
Managing the performance of network infrastructure	<b>E</b>
Ability to work proactively under own initiative, take responsibility and demonstrate leadership.	<b>E</b>
<b>Knowledge and Skills</b>	
Knowledge of educational IT standards.	<b>E</b>
Knowledge in a range of networking technologies.	<b>E</b>
Able to interpret legislation and communicate to staff at all levels.	<b>E</b>
Understanding of legislation that affects IT security in education. Including the Data Protection Act, Computer Misuse Act, Freedom of Information Act (2000) and Regulation of Investigatory Powers Act (2000) RIPA.	<b>E</b>
<b>Personal Attributes</b>	
An ability to establish good working relationships with staff	<b>E</b>
Ability to work flexibly and outside school hours if the need arises	<b>E</b>
Highly motivated and able to work effectively as part of a team as well as on their own	<b>E</b>
Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow school and Trust policies	<b>E</b>
Commitment to equal opportunities	<b>E</b>