

Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



Job Description

Technology Development Manager

Job purpose:	To strategically lead on the management of the ICT and Technical department in order to support teachers, school staff, other technicians and students. To provide high level technical and ICT advice		
Reporting to:	Headteacher, Finance & Health and Safety Manager		
Responsible for - Staff	Line management of other technicians, and Reprographics Technician		
Liaising with:	Headteacher, Assistant Headteacher, Finance and Health and Safety Manager, SLT, other school staff, outside contractors, business people		
Grade of post:	G8	Gauge ref:	A23522
Hours:	37 hours per week, full year, core working hours 8.00 am – 4.00 pm. Some flexibility will be needed in order to support the school with events out of hours		
Contract:	Permanent		
Base	Bedford High School		
Date:	July 2020		
Conditions/Disclosure level:	Post offer is subject to an enhanced disclosure, medical, relevant qualifications and references satisfactory to the school		

Job Outline
<ul style="list-style-type: none">• To work with the Headteacher, Assistant Headteacher and Finance and Health and Safety Manager to develop future school improvement plans and relevant department policies.• To manage the technical/ICT department ensuring the promotion of a safe working environment in the specialist work area• To oversee and/or carry out risk assessments for staff and students where appropriate• To be responsible for ensuring that all safety procedures are regularly reviewed, including training of personnel using specialist equipment.• To take overall responsibility for systems used in the management and control of physical and practical resources, including stock control and compiling orders ensuring they are procured within the managed budget.• To be responsible for the supplier database.• To manage junior technical staff including their recruitment, development and training.• To establish and maintain departmental resources used for experimental and practical purposes.• To have overall responsibility within the department for ensuring the routine and non-routine checking/maintenance/calibration/cleaning, fault investigations and resolutions of equipment us carried out to the required standard.• To deliver relevant training to other school staff as required.• To promote develop and deliver new promotions and initiatives.

Job Outline

- To lead in the design, development and maintenance of any specialist equipment resources in support of new projects/initiatives.
- To create network shares and manage access rights and monitor the systems log.
- To install, monitor and maintain new software, hardware, peripherals, upgrades and components.
- To maintain an up-to-date asset database of all ICT equipment and devices
- To protect the security code and ensure the safe set up of new equipment.
- To offer guidance, assistance and support to student and/or teachers during practical aspects of course work if providing feedback if required
- To undertake detailed investigative and analytical work, providing reports as requested

Responsibilities

- To undertake analytical work in relation to the department performance and the outcomes that have been delivered and produce management reports as necessary.
- To develop effective relationships with internal and external agencies, contractors and/or business people in performing all of the above duties and promote a partnership approach.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification / Selection Criteria Technology Development Manager

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working with children of a relevant age		D	A, I,
Experience of supporting & installing complex hardware computer systems for large user base	E		A, I, P
Significant experience of working in ICT or general technician/resource support in a learning environment at an advanced level	E		A, I, R
Previous experience of managing staff	E		A, I
Experience of curriculum planning that takes into account the learning capability of students and available resource	E		A, I
Significant experience of setting and managing budgets	E		A, I, R
Experience of designing and implementing network infrastructures	E		A, I,

B. Training and Qualifications

	Essential	Desirable	Source
Level 4 (minimum) qualification in relevant ICT or Technical subject	E		A, I
Health & Safety Certificate		D	A,I
Microsoft certifications such as MCSA or MCSE		D	A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
High level of competence in the use of computers/ICT	E		A,I, P
Understanding of the national curriculum		D	A, I
Detailed understanding of relevant policies, codes of practice and awareness of relevant legislation	E		A, I
Knowledge of implementing high level and large scale computer/network systems	E		A, I
Understanding of GDPR principles and how they affect a school environment	E		A.I

<p>Expertise in deploying and/or managing network hardware and services, including (but not limited to);</p> <ul style="list-style-type: none"> • LAN configuration, IP addressing and VLAN management • Servers • Switches and switch configuration • Internet connectivity and associated hardware/services • Active Directory / Group Policy • Office365 	E		A, I
<p>Working knowledge of most or all of the following:</p> <ul style="list-style-type: none"> • Managed wired and wireless networks, VLAN structures, SSID management • Firewall and web filtering • Mobile device management (Preferably Meraki) • Virtual Learning Environment (Preferably Frog) • Microsoft Exchange and Office365 • Virtual server environment management (Preferably VMWare) • Deployment of device images using a variety of software • Data backup management software (preferably Veeam) • IP Telephony (Preferably 3cx) • Apple device mgmt. including VPP & DEP. Utilizing an MDM solution and Apple Configurator • SIMS.net System manager. Knowledge of how to apply database patches and backup 		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to design and deliver presentations to a high level	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to train other people		D	A, I, R
Ability to manage a team	E		A, I
Ability to use initiative to respond to and resolve a range of problems in the medium term	E		A, I
Ability to recognise own learning needs and those of others	E		A, I

Highly competent in the use and of a variety of IT applications	E		A, I, P
Ability to design, implement and support complex and large scale IT systems	E		A, I, P
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I