

Strategic ICT Manager

Job Description

Grade: GRD – *Subject to Job Evaluation*

1. Job Purpose

- 1.1 To be responsible for the strategic leadership, planning, implementation and management of whole school ICT systems, in order to facilitate enhanced learning and teaching. The provision of full support to the Head Teacher to ensure the effective strategic development and management of the school's ICT infrastructure. The post holder will foster innovative approaches and lead new developments in e-learning and interactive classroom technology.

2. Key Responsibilities

- 2.1 To create, oversee and develop the school's use of data for the Senior Leadership Team and the teaching staff. This includes both strategic and operational data and its systems within the school. To produce clear, concise and accurate information that can be used to raise standards of performance.
- 2.2 To oversee the strategic planning and implementation of the school ICT strategy with an emphasis on improving the use of ICT in internal systems and practices.
- 2.3 To work closely with the Senior Leadership Team in order to develop ICT strategies in line with the School Improvement Plan and national initiatives.
- 2.4 To audit the ICT provision across the departments and implement ICT across the curriculum including the development of the schools learning platform.
- 2.5 To ensure optimum performance and continuity of service for all ICT facilities, both for curriculum and management use.
- 2.6 To plan and develop the schools ICT Improvement and Action Plan.
- 2.7 To define the vision for all future ICT developments and prioritise projects accordingly.
- 2.8 Prepare medium and long term ICT Strategic Plan which includes maintenance of existing resources and provision for development of leading edge technology, management and learning.
- 2.9 Produce timely, full and costed proposals which are sustainable, within 5 year budget forecasts.
- 2.10 To direct and manage ICT development functions ensuring that system structures and processes are in place.
- 2.11 To be responsible for ICT procurement, tendering, supplier management, software licensing and contract management.

- 2.12 To manage all ICT finance budgets and standards funds including Devolved Formula Capital and Harnessing Technology.
- 2.13 Provide systems and monitoring to support the development of efficient Personnel and Operating Systems through ICT.
- 2.14 To be responsible for the operational scheduling of the school timetable using the Facility CMIS Management System.
- 2.15 Maintain and review ICT contracts under Best Value Policy and with due regard to sustainability.
- 2.16 Oversee the work of external ICT contractors, liaising with the Site Manager.
- 2.17 Liaise with LA provider Link2ICT to ensure continuity of service and pilot leading edge technologies.
- 2.18 Participate in the LA Network Managers forum to represent school interests and develop LA policy and provision.
- 2.19 To provide leadership and management for a designated team of Support Staff.
- 2.20 Conduct Performance Management of designated staff in accordance with the school's Performance Management Policy and Guidelines.
- 2.21 To ensure consistent high standards are met in the ICT Support Area.
- 2.22 To implement revised working practices to deliver agreed standards and objectives.
- 2.23 To provide clear targets and direction for the area.
- 2.24 To ensure that appropriate professional development is planned, delivered and evaluated according to identified area needs.
- 2.25 Research and promote leading edge technology for the curriculum and management whole school.
- 2.26 To implement innovative new ICT systems and processes.
- 2.27 To help realise the full benefits of ICT systems to the School.
- 2.28 To lead and develop the implementation of pupils personal learning space and online e-learning solutions.
- 2.29 Actively seek sponsorship and partnership development with local and national ICT companies.
- 2.30 To work closely with teaching and support staff to specify user requirements. Provide 1:1 or group training at all levels for school staff when required.
- 2.31 To support staff in using ICT facilities, in order to enhance learning in the classroom.
- 2.32 To advise and assist staff in order to provide appropriate software and software systems which deliver learning.
- 2.33 To provide INSET for teaching and support staff on the use of ICT hardware and software.

- 2.34 To advise pupils in the use of home computers to facilitate homework and distance learning.
- 2.35 Take responsibility for promoting and safeguarding the welfare of children and young people.
- 2.36 To maintain the infrastructure and Servers in good order.
- 2.37 To ensure the school is compliant with the Data Protection Act and Freedom of Information Act.
- 2.38 Ensure compliance with Audit requirements relating to data security, software licences and permissions, asset inventories and enforcement of e-safety procedures.
- 2.39 Understand the effects and implications of government policies, legislation and directives and develop strategies for current initiatives and long term educational trends and developments.
- 2.40 To install, maintain and repair the ICT hardware of the School ICT Systems.
- 2.41 To source, install and maintain a wide range of software packages to meet the needs of the curriculum and management use.
- 2.42 To provide technical management and maintenance of the schools Management Information System and ensure its availability to appropriate staff.
- 2.43 Maintain and regularly review the ICT Disaster Recovery Plan as an integral element of the Risk Register.
- 2.44 To adhere to the ethos of the school
 - 2.44.1 To promote the agreed vision and aims of the school
 - 2.44.2 To set an example of personal integrity and professionalism
 - 2.44.3 Attendance at appropriate staff meetings and parents evenings
- 2.45 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
 - 3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**
 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Degree-level qualification in an ICT or Business discipline (or equivalent)	AF/C
Experience Relevant work and other experience	3 Years experience working at a senior level	AF/I
	5 years experience technical trouble-shooting	AF/I
	Experience of delivering an ICT Training programme to staff	AF/I
	Financial management experience in an educational setting	AF/I
	Administrative experience in an educational setting	AF/I
	Experience of line management responsibility	AF/I
	Experience of using data input systems	AF/I
Experience of child protection procedures and commitment to safeguarding pupils	AF/I	
Skills & Ability e.g. written communication skills,	*Delete if not applicable	AF/I

dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
		AF/I
	The ability to manage the school budget both on a strategic and day to day level	AF/I
		AF/I
	The ability to lead, organise and motivate a team	AF/I
	Effective time management skills	AF/I
	Effective problem-solving skills	AF/I
	Effective use of ICT	AF/I
	The ability to think strategically	AF/I
	The ability and motivation to constantly improve own practice and knowledge through self and evaluation and learning from others	AF/I
	AF/I	
	The ability to support colleagues	
	The ability to be flexible and positive, dedicated and trustworthy	
	To be loyal and committed to the school	
	An ability to establish and develop positive relationships throughout the school	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.