



**JOB DESCRIPTION**

**JOB TITLE:** ICT Systems and Data Manager  
**SITE:** Arena Academy (Perry Beeches The Academy)  
**CONTRACT:** Full-time/Permanent  
**RESPONSIBLE TO:** Headteacher  
**START DATE:** ASAP  
**CLOSING DATE:** 29 September 2017  
**SALARY:** £26,000 to £28,000 (depending upon experience)  
**JOB NO:** PBIHEN  
**NO OF POSTS:** 1

Post Requires Police / DBS Clearance: **Yes**  
Is the job exempt from the Rehabilitation of Offenders Act? **Yes**  
Is the post exempt from job share **Yes**

**1.0 JOB PURPOSE**

1.1 To implement and manage all information, communication and technological systems across the academy. To manage and maintain all of the systems including technical support across the academy for both students and for staff.

**2.0 DUTIES AND RESPONSIBILITIES**

- 2.1 Setting up all ICT systems within the academy.
- 2.2 Managing, troubleshooting and assisting in fixing of all day to day ICT issues.
- 2.3 Providing technical support to all areas of the academy.
- 2.4 Being responsible for managing and leading a team of ICT Technicians.
- 2.5 To assist in maintaining academy data and data systems such as Active Directory, CMIS & Progresso.
- 2.6 Any other duties as deemed necessary by the Headteacher or Senior Leadership Team.

**OBSERVANCE OF PERRY BEECHES THE ACADEMY TRUST  
EQUALITY POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Strategic IT Manager / Headteacher

JOB NO:

3.2 LEVEL OF SUPERVISION

- 1. Plan own work to ensure the meeting of defined objectives.

**4.0 SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	SCP	NO OF POSTS	LEVEL OF SUPERVISION*

\*Use 1,2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS**



**PERSON SPECIFICATION**

**JOB TITLE: ICT Systems & Data Manager**

**SCP: £26,000 - £28,000**

**DIVISION: Non-Teaching**

**SECTION: Education**

**Method of Assessment (M.O.A.)**

**AF = Application Form    I = Interview    T = Test    P = Presentation**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<p><b>EXPERIENCE</b> (Relevant work and other experience)</p>	<ul style="list-style-type: none"> <li>• Knowledge and experience of managing ICT systems.</li> <li>• Experience of working in a school setting is desirable.</li> <li>• Experience of managing a team is desirable.</li> <li>• Experience, knowledge and understanding of virtual servers is desirable.</li> <li>• Knowledge of school systems such as Active Directory, CMIS &amp; Progresso is desirable.</li> <li>• Experience, knowledge and understanding of all Microsoft Office applications such as Word, Excel and PowerPoint is essential.</li> </ul>	<p><b>AF</b></p> <p><b>AF</b></p> <p><b>AF</b> <b>AF I</b></p> <p><b>AF I</b></p> <p><b>I</b></p>
<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills are essential.</li> <li>• Time management and the ability to prioritise and manage workload effectively in a fast paced environment.</li> <li>• Ability to build relationships at all levels within our business.</li> <li>• Ability to work under pressure and able to meet deadlines.</li> <li>• Ability to understand and follow policies and procedures.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to deal consistently with a wide range of people i.e. students, teachers and support staff.</li> <li>• Ability to use initiative and common sense.</li> </ul>	<p><b>I</b></p>

	<ul style="list-style-type: none"> <li>• Flexible approach to duties.</li> <li>• Reliability and punctuality.</li> </ul>	
<b>TRAINING</b>		
<b>EDUCATION/ QUALIFICATIONS</b> (NB Full regard must be given to overseas qualifications)	GCSE Grade C in Maths and English is desirable.	
<b>OTHER</b>		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO PERRY BEECHES THE ACADEMY TRUST  
EQUALITY POLICY**

COMPILED BY HR

DATE 21/09/2017