

# TECHNOLOGY AND SYSTEMS MANAGER

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## What we can offer:

- Training, development and support in this role.
- An ambitious, exciting place to work.
- A genuine opportunity to make a difference.
- A great team of staff and a three school community who deserve the very best.

## Who we are looking for:

### In particular we are looking for someone who:

- Is flexible and has a desire to work under the direction of the Executive Headteacher and Federation Communication Manager, and alongside the school's senior leadership team in ensuring a cohesive and skilled technological service.
- Can demonstrate skills and abilities in leading a team.
- Can deliver efficient technical and communication skills.
- Is flexible, well organised, good with time management and a team player.
- Is willing to learn and develop through work related training.
- Is enthusiastic and motivated candidates with excellent interpersonal skills.
- Has previous school experience.



## Additional Information

The successful candidate for this role will be based across all three school sites - Orchard, Southwold and Hoxton Garden primary schools.

Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS check.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please contact Ms Justina Browne via email on [communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)

**We look forward to receiving your application!**



# Deadline: 31st January 2023





## Job description & person specification

Read the job description and person specification carefully

01



## Application Form

Complete the application form either electronically or print it off and hand write it

02



## Supporting Statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



## Education and Employment History

Please make sure that your application form outlines your education and employment history

04



## Send Application Form

Send your completed application via email or post to:

- [Email](mailto:communications@vs.hackney.sch.uk)  
[communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)

- [Post](#)  
Ms Justina Browne  
Recruitment  
c/o Southwold Primary School  
Detmold Road  
London  
E5 9NL

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## Job Description

### Job title:

Technology and Systems Manager

### Reporting to:

Federation Communication Manager / Executive Headteacher

### Salary:

£35,223.00 to £36,417.00

### Hours of work:

36 Hours per week, 52 weeks per annum

### Purpose of the Post:

- Working closely with the School Business Service, Federation Communication Manager, ICT Subject Leaders and Local Senior Teams ensure comprehensive support is provided to schools, staff and pupils.
- Responsibility for the installation, maintenance, availability and security of the schools' network, including high-quality hardware and software, in liaison with the Communication Manager.
- To ensure the smooth running of the school IT systems, responsibility for network issues, affecting both the curriculum and administration, in liaison with the Communication Manager.

### Main Duties & Responsibilities

#### Infrastructure:

- Manage the schools' network infrastructure, servers and workstations that effectively support staff in conversant and confidence use in liaison with the School Business Service.
- Be responsible for keeping an inventory of software and hardware and maintaining stock of consumables.
- Ensure that there is adequate security, both physical and for data on the systems.
- Ensure that passwords systems are managed and maintained within the school systems
- Be responsible for maintaining records, information and data and producing reports when required.
- Responsible for setting up security parameters and ensuring virus checks are implemented.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits where required.

#### Maintenance:

- Ensure that the network is fully operational during access hours and appropriate backup protocols are implemented.
- Liaise with suppliers on delivery dates, supply and installation of software and hardware, including technical support to staff.
- Enact a regular maintenance programme and resolve failures in hardware and software, ensuring appropriate housekeeping tasks are implemented.
- Prepare and monitor the use of hardware and software, including installation and removal, and ensure all software is licensed.
- Ensure that the back-up of the administrative and curriculum network is correctly configured, running and tested periodically.
- Administer and assess routine tests to equipment.
- Maintain specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for additional repairs/modifications to be carried out by others.
- Implement agreed work programmes in liaison with the School Business Service.

## Job Description continued

### Technical Support:

- Identify the cause of faults and undertake basic repairs and maintenance of hardware and software.
- Ensure users have adequate and appropriate access rights to the schools' accounting, pupil and staff databases.
- Ensure that software and hardware, including the printer systems, telephone systems and CCTV systems are appropriately configured and running smoothly at all times, and that problems are reported and rectified within adequate timescales.

### Development:

- Advise the schools on improvements and strategies for ICT infrastructure and delivery.
- Undertake feasibility studies on equipment and software, producing costings and implementation for the production of an ICT Development Plan for the school in liaison with the Federation Communication Manager and Federation Business Manager.
- Attend meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.

### Other:

- Implement ICT, Safeguarding and E-Safety Policies consistently.
- Support the provision of out of school learning which are ICT related e.g. clubs and extra-curricular activities within guidelines established by the school, in liaison with the ICT subject leader.
- Establish constructive relationships and communicate with other agencies/professionals.

This is a description of the main duties and responsibilities of the post at the date of production.

The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### General Requirements:

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Consistently carry out responsibilities with due regard to the organisation and arrangements for Health and Safety at Work, Equality and Diversity.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Any other duties as directed by the Federation Communication Manager.

Qualifications	Essential	Desirable
Hold a recognised computer or network qualification at NVQ level 3 or 4 in the relevant disciplines.	✓	
Experience	Essential	Desirable
Experience in network management, including designing and configuring.	✓	
Experience of installing and configuring computer hardware / software and managing projects.	✓	
Experience of procurement and purchasing.		✓
Experience of working in a learning environment.	✓	
Experience in the use of SIMs, Microsoft 365.	✓	
Knowledge	Essential	Desirable
Understanding of client / server architecture.	✓	
Knowledge of computer systems / networks and a range of software applications.	✓	
Understanding of health, safety and welfare regulations and best practice relating to IT.	✓	
Understanding of GDPR and Safeguarding requirements.	✓	
Skills	Essential	Desirable
A confident communicator at all levels, with excellent spoken and written communication skills.	✓	
Ability to work in a multi-disciplinary team effectively, including independently and collaboratively to ensure delivery of work load.	✓	
Ability to solve problems and design solutions.	✓	
Ability to self-evaluate learning needs and actively seek training opportunities.	✓	
Ability to organise, lead and motivate others.	✓	
Ability to work with flexibility and resilience to ensure work productivity is maximized.	✓	



### Email:

[communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)



### Post

Ms Justina Browne  
Recruitment  
c/o Southwold Primary School, Detmold Road  
London, E5 9NL



**Southwold**  
Primary School

**Southwold Primary School**  
Detmold Road  
London  
E5 9NL



**Orchard Primary School**  
Holcroft Road  
London  
E9 7BB



**Hoxton Garden**  
Primary School

**Hoxton Garden Primary School**  
Ivy Street  
London  
N1 5JD



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