**ST MALACHY’S COLLEGE**

**36 ANTRIM ROAD**

**BELFAST**

**BT15 2AE**

**JOB DESCRIPTION**

**POST TITLE:** ICT MANAGER

**RESPONSIBLE TO:** The College Principal through the Line Managers

**Line Managers :** Vice Principal Curriculum and Bursar

**JOB PURPOSE:**

The purpose of this role is to lead the management, development and maintenance of the ICT infrastructure in St Malachy’s College.

The post holder will be a key member of the ICT Strategy Group, directing the group on how ICT resources can be maximised and enhanced in order to improve all aspects of teaching and learning. He/she will assist in the leadership, development and implementation of an ICT strategy in St. Malachy's College.

The post holder will manage all aspects of the College ICT network, ensuring that students and staff maximise the facilities available. He/she will also lead regarding the use and development of high quality and secure wireless technology and also play an important role in staff and pupil development.

**MAIN DUTIES AND RESPONSIBILITIES**

**1. PROVISION AND MAINTENANCE OF ICT FACILITIES AND RESOURCES**

* Play a key role in the ICT Strategy group, helping direct the College regarding all aspects of ICT infrastructure
* Ensure that the ICT infrastructure is maintained in good working order and that use is optimized.
* Advise and assist with the installation of all ICT related hardware, ensuring cost effective and successful operation.
* Implement monitoring and failure alert for key ICT systems.
* Develop & maintain hardware and software asset inventories, planning for whole lifecycle maintenance.
* Develop and implement preventative maintenance program for ICT systems.
* Coordinate repair of ICT equipment.
* Develop relationships with third party service providers, negotiate service levels and undertake regular account management ensuring value for money.
* Assist, when required, with the technical aspects linked to the on-line presence of the College.
* Maintain the various digital displays around the College, ensuring information is recent and relevant.
* Perform routine software operations and make back-up copies for security purposes as required.
* Assist with the installation of software on any College systems.
* Lead and manage the roll-out of Mobile devices to teaching staff and pupils or any similar systems, providing technical assistance where necessary.

1. **CURRICULAR ASSISTANCE**

* Support the ICT strategy group to develop and implement the effective use of ICT to improve teaching and learning as outlined within the School Development Plan.
* Co-operate with the Vice Principal, Heads of Departments and other staff in the development of ICT across the College and the Curriculum.
* Develop and facilitate induction and training seminars for staff and students when required.
* Assist with the preparation of classrooms for ICT related activities.
* Help staff with operational and technical problems, related to both hardware and software.
* Facilitate extra-curricular activities to promote the use of ICT, supporting students in the wider curriculum.
* Assist with the provision of facilities to enable the delivery of INSET training eg internet, conferencing facilities
* Set up ICT equipment, data projector and other audio visual equipment for presentations, assemblies, parent nights, open nights, prize-giving and all other functions as and when required, ensuring that all are in good working order.

1. **RECORDS AND ADMINISTRATION**

* Take a lead role as C2K Manager, alongside the VP Curriculum, ensuring good communication between C2k, Capita and the College
* Develop comprehensive system documentation to aid and support the College.
* Record and review support records( help desk), taking a proactive approach to problem management and preventative maintenance.
* Liaise with Wholeschool or any other supplier to ensure smooth operation of the booking system for ICT facilities.
* Monitor and maintain compliance in relation to software licensing.
* Catalogue, update and maintain a software library and an inventory of all ICT related hardware.
* Comply with the requirements of the Data Protection Act and Copyright Laws, Computer Misuse action and Health and Safety at Work Act.

1. **ADMINISTRATION OF NETWORK SYSTEMS**

* Lead the planning, design, specification and installation of College managed and unmanaged network systems.
* Management of the structured cabled environment of the College network**.**
* Management of the printers and other reprographic devices.
* Liaise with managed service provider as required on changes to the ICT infrastructure**.**
* Monitor internet use across the system, setting security levels for pupils and staff.
* Assist with any investigation into reported cases of unacceptable content on social networking sites associated with the College community. Liaise with Principal and outside agencies on its removal and identification of personnel involved.
* Manage and monitor email activity, taking appropriate action on discovery of offensive and junk mail. Help enable staff to reset passwords and access mail which has been quarantined.
* Regularly monitor and assist with the review of Audio Visual resources used within the College.
* Play a lead role in reviewing and updating the College’s e-safety policy ensuring the most up to date policy is available on-line.

1. **HEALTH & SAFETY**

* Conduct all activities in a manner which is safe to yourself and others.
* Be aware and act in accordance with College Health & Safety Policy.
* Establish a pro-active approach to the management of health, safety and welfare and encourage a positive culture for addressing health and safety issues.

1. **OTHER DUTIES**

* Proactively seek opportunities for ICT development at a whole College and individual subject level. The post holder will be expected to maintain an awareness of ICT developments and attend relevant CPD in order to ensure the currency of ICT services in the College.
* Participate on forums, working groups or committees as required (eg e Safety)
* Contribute and advise on formulation, review and implementation of policies and procedures linked to ICT
* Such other duties as may be assigned within the level of the post.

Carrying out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as may be assigned by the Principal and Line Managers from time to time.

**WORKING HOURS:**

Monday to Thursday: 8.30 am – 4.45 pm

Fridays: 8.30 am to 4.15 pm

**Summer-time working hours (from 1 July to date pupils return in late August)**

Monday to Thursday: 8.30 am – 3.45 pm

Fridays: 8.30 am to 2.45 pm

You will receive a 15 minute tea break in the morning and 45 minutes for lunch.

**SALARY:**

NJC Sale points 22 to 25, currently £27,514 to £30,095 per annum.

**OVERTIME**

An element of overtime is expected within the post particularly with regard to the set up for key scheduled events within the school year. No additional pay or time off in lieu will accrue on these occasions. You may however be required to do other additional overtime from time to time which do not relate to scheduled events. On these occasions, upon agreement with the Bursar, you will receive equivalent time off in lieu for overtime worked.

**PENSION**

Northern Ireland Local Government Officers’ Superannuation Scheme (NILGOSC).

**REQUIREMENTS:**

**Essential Criteria:**

1. A Degree/HND/HNC or equivalent in computing or a relevant area.
2. 5 GCSE/O Levels Grades A to C including English Language and Mathematics.
3. Have at least two years’ experience working in an ICT role, at least one of which should involve managing/supporting ICT networks.
4. A good working knowledge of Microsoft Office, Office 365, OSX, and iOS.
5. Good communication skills and the ability to work with both staff and pupils.

**Desirable Criteria:**

1. A demonstrable working knowledge of C2K Systems and iOS devices.
2. Experience in using an MDM platform.
3. Experience of deployment of iOS devices.
4. An understanding of the current ICT curriculum.
5. Competence and experience in the creative use of ICT.

*Criteria may be enhanced for short listing purposes.*