DIGITAL TECHNOLOGY MANAGER

POST	Digital Technology Manager
GRADE	Grade 5 Scale Point 32 (£40,221) to Scale Point 36 (£44,428)

Line Management
Responsibility is to the Support Services Manager

Core Purpose

- To lead the strategic development and have oversight of all ICT systems across the school and sixth form centre.
- To ensure the efficiency and reliability of the school's computer network and Wi-Fi for all users .
- To provide effective technical support for all users of the school IT systems .
- To have responsibility for the security of the network and data across the school and sixth form centre .
- To support the school as it onboards onto the academy trust shared Microsoft 365 tenant as part of the SCEP project.
- To support the school as it transitions MIS to Arbor within the Cloud.

Key Responsibilities

- Lead the strategic development of all ICT systems across the school and sixth form centre.
- Line management of digital technology team.
- Provide effective technical support for all users.
- Provide training to users as required
- Provide regular updates on faults/issues to all users via appropriate means.
- Audit and monitor the provision of ICT support to ensure IT resources are fully operational, supporting uninterrupted teaching and learning.
- Manage filtered internet connectivity and proxy server.
- Oversee the school's WiFi provision across various VLANs.
- Manage all elements of the school's Google Workspace and Microsoft 365 tenancy.
- Administer school-owned Chromebook and Windows devices.
- Manage relationships with third-party IT service providers.
- Oversee backup systems and disaster recovery contingencies.
- Manage the school's MIS system, ensuring all upgrades and relevant patches are installed.
- Oversee the school's printing and photocopying provision.
- Identify, plan, and cost future developments and upgrades of the ICT infrastructure within agreed budgets.
- Oversee software licensing, ensuring timely renewals.
- Develop and review the five-year IT development plan.
- Oversee the creation and implementation of designated IT policies.
- Oversee the implementation of the schools' "acceptable use" policy
- To support the school in meeting its safeguarding responsibilities

Other responsibilities associated with the role

- To support the school in meeting its safeguarding responsibilities
- To support the overall welfare and good discipline of students
- To lead by example and embody the school's values for students, staff, governors and parents
- To act at all times as an ambassador for the school in a manner which upholds its values and ethos
- To participate in the school's arrangements for performance management and CPD
- To carry out other duties as may be commensurate with the grade and nature of the post.

King Edward VI Academy Trust in Birmingham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed: ……………………………………………….

Date: ……………………………………………….