



IT Manager Person Specification

POST: IT MANAGER			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
Excellent knowledge of a range of IT systems, hardware and software	To strategically manage the development and maintenance of an efficient IT infrastructure	Now	5
Several years' experience as an IT Manager or working in a IT environment at senior level	To have a strategic overview of the development of ICT in schools, in liaison with decision makers.	Now	5
Experience of working in a relevant position within a school environment	To provide a high level of service to internal customers and advise staff and students on the use of software and hardware including technical and specialist information	Now	4
Educated to degree level and/or formal industry recognised qualifications	To demonstrate an excellent level of literacy and numeracy and to provide theoretical, practical and procedural knowledge in a specialist area.	Now	5

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Comprehensive knowledge and understanding of the role of ICT in the curriculum	To identify, lead and manage the development of new ICT systems to ensure the curriculum and management needs of the school are continually met	Now	5
Working knowledge of Health and Safety regulations pertaining to IT	To ensure that IT equipment is maintained to a safe standard, to instruct and guide others in the safe use of equipment, to ensure the school conforms to eSafety protocols and adheres to all ICT legislation and requirements	Now	4
Working knowledge of Servers and Workstations	AD, GPO, DNS, DHCP, WDS, HYPER-V, SCCM, MDT, etc	Now	5
<u>MENTAL SKILLS</u>			
Ability to be creative, analyse problems and to come up with solutions to complex issues	To interpret complex information or situations, produce strategies over the long term and to provide outstanding IT support and maintenance service to the school	Now	5
Work planning skills (medium term planning)	To plan and organise the work of the team effectively to meet deadlines	Now or with training	4
	To assist with IT planning, developing and budget implementation	Now or with training	4
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively to a range of audiences, through		Now	5



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excellent written and verbal communication skills, including oral, written, presentation and briefing others	To develop and maintain excellent working relationships with colleagues, pupils, external contacts and “partners” of the school To communicate technical issues clearly to users	Now	5
<u>PHYSICAL SKILLS</u> Excellent keyboard skills	To install/set up systems, manage upgrades and to demonstrate applications in a timely manner	Now	5
<u>INITIATIVE & INDEPENDENCE</u> Ability to work without supervision	To undertake duties across the school, working alone for periods of time, organising own workload and dealing with unanticipated and complex problems	Now	5
<u>PHYSICAL DEMANDS</u> Ability to lift moderate weights		Now	4

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Ability to use ladders safely and access IT equipment/wiring under desks and in limited spaces	To lift and carry equipment as resources as required To implement or remove IT equipment or to connect or unconnect cabling	Now	4
<u>MENTAL DEMANDS</u> Ability to maintain concentrated attention for lengthy periods of time over a range of different activities	To assist in developing, directing and implementing the strategic ICT Vision through appropriate planning To manage crisis situations which may involve complex technical hardware or software problems To manage interruptions and conflicting demands and to meet deadlines	Now Now Now	4 5 5
<u>EMOTIONAL DEMANDS</u> N/A			
<u>RESPONSIBILITY FOR PEOPLE</u> Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	4



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<u>RESPONSIBILITY FOR SUPERVISION</u>			
Training ability	To train, demonstrate, guide and support others in the use of IT equipment	Now	4
Previous experience of staff management	To line manage the ICT Technician	Now	4
<u>POLICY RESPONSIBILITY</u>			
Responsibility for developing policies and supporting procedures	To define and implement IT policies, procedures and best practice	Now	5
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u>			
	Responsible for maintenance and care of a range of expensive IT equipment	Now	5
	Responsible for purchase recommendations of new IT equipment	Now	5

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