# Information Technology Manager
# Job Description

**Department:** Whole School

**Term Of Employment:** Annual contract, local conditions
(220 working days)

**Band:** Administrative Support Manager

**Reporting Accountability:** The IT Manager reports to the Deputy Head of School

## Scope of Responsibility:

The IT Manager will, in collaboration with the senior leaders of the school, manage and coordinate the delivery of IT infrastructure for effective and efficient learning and business. The IT Manager will coordinate and communicate the IT needs of the school's educational and business teams and ensure the understanding and implementation by the IT Support Team.  The Manager will understand, support and champion the culture of learning innovation which relies on a robust technical environment where 1000+ users, and 1400+ devices are routinely in operation.  The IT Manager heads up the IT Support team, ensures technology for learning services is uninterrupted, ubiquitous and accessible, and provides a secure and reliable platform for business operations.

## Major Duties And Responsibilities

- Determine and oversee major IT infrastructure maintenance including scheduling and minimizing impact of system updates, upgrades, migrations and outages
- Develop, manage, and report on allocation of IT budget
- Manage the IT Support Team to ensure high performance individually and as a team
- Streamlines processes to increase effectiveness of projects
- Structures and evaluates adoption cycle for current resources and new implementations
- Manage the maintenance and continuous improvement of the integration of systems

- Supervise the effective use of the Help Desk System to provide timely response and continuously improve provision of IT services
- Ensure technology service providers conform to approved standards for service and deliver agreed services
- Advise and plan for continuity and expansion of services in new construction initiatives
- Any other responsibilities as determined by Head of School (or designee)

## Required Qualifications, Skills, Experience and Attributes:
- Degree in Information Technology or similar (graduate level preferred).
- Demonstrated success in effective and high level strategic and project planning
- Demonstrated success in implementing projects and deploying technical solutions across an enterprise within set timelines
- Understanding of, and experience in improving systemic IT process, workflow, disaster recovery planning, and network documentation
- Demonstrated ability to manage technical staff
- Budget development and management experience
- Vendor relationship and management experience
- Presentation and training skills
- High level of written and verbal business level English
- Understanding of the school environment

*(This position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SIS to only the work identified.)*

## Child Protection
SIS is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks to include an exploration of any gaps in employment and two satisfactory employment checks.