



Courage Compassion Vocation

JOB DESCRIPTION

Job title	Strategic ICT Manager		
Grade	5	Salary	£34,788 to £42,683
Contract Status	1-year fixed-term in the first instance.	Locations	Based at home school. MAC Head Office. Periodic visits to MAC schools when required
Reporting to	Accounting Officer (AO) and Board of Directors (“BD”)		
Responsible for	ICT Managers & ICT Technicians within the MAC		

Purpose and objectives of the role

The Strategic ICT Manager is a new role that will grow and develop over time as the STCMAC becomes established and expands further.

Reporting directly to the AO and working closely with the CFO the Strategic ICT Manager will share the mission of STCMAC to nurture the spiritual, academic, social and personal development of every student in its care in a supportive Catholic environment that welcomes and embraces all.

The ICT Manager will be responsible for the strategic leadership, planning, implementation and management of whole school ICT systems, in order to facilitate enhanced learning and teaching. They will also line manage all ICT staff in the individual MAC schools and ensure the effective strategic development and management of the school’s ICT infrastructure. Ensuring value for money across all MAC schools and carrying out duties with the highest standards of financial probity.

Working with the Academies Designated Data Protection Officer to ensure that all schools and the wider academy network are fully GDPR compliant.

The post holder will foster innovative approaches and lead new developments in e-learning and interactive classroom technology.

Operational Responsibilities and Internal Relationships:

- To oversee the strategic planning and implementation of the MAC ICT strategy with an emphasis on improving the use of ICT in internal systems and practices ensuring value for money.
- To work closely with the AO and BD in order to develop ICT strategies in line with the MAC Improvement Plan and national initiatives.
- To audit the ICT provision across the MAC schools to ensure best value.
- To ensure optimum performance and continuity of service for all ICT facilities, both for curriculum and management use.
- To plan and develop the MAC ICT Improvement and Action Plan.
- To define the vision for all future ICT developments and prioritise projects accordingly.
- Prepare medium and long term ICT Strategic Plan that includes maintenance of existing resources and provision for development of leading edge technology, management and learning.
- To direct and manage ICT development functions ensuring that system structures and processes are in place.
- To be responsible for ICT procurement, tendering, supplier management, software licensing and contract management ensuring value for money.
- Ensure compliance with Audit requirements relating to data security, software licences and permissions, asset inventories and enforcement of e-safety procedures.
- To source, install and maintain a wide range of software packages to meet the needs of the curriculum and management use.
- To manage all ICT finance budgets including Devolved Formula Capital ensuring value for money.
- Maintain and review ICT contracts under Best Value Policy and with due regard to sustainability.
- Oversee the work of external ICT contractors, liaising with individual school staff.
- Liaise with ICT providers to ensure continuity of service and pilot leading edge technologies.
- Participate in relevant ICT forums to represent MAC interests and develop policy and provision.
- To provide leadership and management for a designated team of Support Staff.
- Conduct Performance Management of designated staff in accordance with the MAC Performance Management Policy and Guidelines.
- To ensure consistent high standards are met in the ICT Support Area.
- To implement revised working practices to deliver agreed standards and objectives ensuring best value.

Other

- Safeguarding: observe personal obligations in accordance with the STCMAC Safeguarding Policy and report any concerns regarding any child's welfare to the appropriate person.
- Demonstrate commitment to supporting the Catholic ethos of the STCMAC and ensure it permeates all aspects of life at STCMAC and its schools.
- Staff Code of Conduct: observe the Staff Code of Conduct and be a role model and ambassador for the STCMAC in this respect.
- Security of Information: observe all regulatory and professional guidance in relation to data protection and confidentiality.
- Personal and Professional development: maintain a programme of continuous professional development relevant to the role.
- Undertake and support the delivery of ad hoc duties, projects, training and/or out of hours work as may be reasonably required by the AO from time to time, and which are consistent with the general level of responsibility of this role.

Qualifications and Experience

- See Person Specification

Skills

- See Person Specification

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post.

Employee Name Mr C Crehan

Employee Signature : **C Crehan** *Date*: 11th June 2020