

Elizabeth Woodville School

Person Specification



Job Title:	IT Services Manager	Essential	Desirable
Education and Qualifications			
Educated to GCSE in English, Maths, IT and science or equivalent.		√	
Level 4 Diploma (or equivalent) and/or holding or working towards a full professional qualification with extensive experience in a relevant field.			√
Experience			
Previous experience as a network engineer, IT support technician or IT manager.		√	
Experience of working within a school environment.			√
Network security experience at any level.		√	
Proven experience of supporting Windows Server, G Suite, desktop OS.		√	
Experience of managing budgets.			√
Knowledge and Skills			
IT system installation, configuration and troubleshooting.		√	
Experience working in a helpdesk-style environment assisting users with day to day issues.		√	
Knowledge of Bromcom and other educational software.			√
People management and team management skills.		√	
Ability to maintain and administer network, server and client infrastructure, keep full maintenance records and change control logs.		√	
An understanding of the Legal and moral obligations when providing IT services in a school environment (safeguarding children).		√	
Theoretical knowledge of relevant IT hardware and software packages, IT management techniques and practices – typically acquired in an IT-related environment (e.g. managing data, reporting and software).		√	
Relevant legislation relating to Data Protection and Records Management.		√	
Personal Attributes			
Work in accordance with the trust's values and behaviours.		√	
Sound judgement and decision maker – confident in using own initiative.		√	
Eligible to live and work in the UK.		√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the trust.		√	
A commitment to continuing personal development and training.		√	
A commitment to safeguarding and promoting welfare of children and young people.		√	