

ROLE DESCRIPTION

POSITION:	
ICT MANAGER	
SUPPORT STRUCTURE: Senior Leadership Team, Administration, teaching and non-teaching staff	EMPLOYMENT ARRANGEMENTS 1.0 FTE 37.5 hours a week
IMMEDIATE SUPERVISOR(S): Business Manager/Deputy Principal	KEY RELATIONSHIPS: Network Administrator, Teaching Staff
PRECIS OF DUTIES: The ICT Manager ensures the schools ICT maintained and upgraded so as to provide for the best possible education for all students at Geraldton Grammar School.	
<p>KEY RESPONSIBILITIES</p> <p>The Manager of Information & Communication Technology will typically liaise with the Business Manager Principal, Deputy, the Information & Communication Technology Committee, and the remaining staff, in the development, implementation and monitoring of the strategic plan in the development of Information and Communication Technologies across the school.</p> <ul style="list-style-type: none"> • Be directly responsible for the Information & Communication Technology support staff at the school, including their professional development. • Lead the direction of ICT at the school in conjunction with other stakeholders at the school, including in the realms of teaching and learning, administration and the networking of the school. • Construct and implement a strategic plan for ICT as part of an ongoing management plan for ICT at Geraldton Grammar School • Undertake other directives from the Deputy Principal and Business Manager. <p>Educational:</p> <ul style="list-style-type: none"> • Provide assistance to staff and students in the network environment. • Plan, coordinate and deliver technological support requirements for teaching and learning programs for all year levels. • Assist and enhance the skills of teaching staff in the usage of Information and Communication Technology in their teaching / learning programs. • Instigate the purchasing of ICT equipment to enable teachers to deliver teaching and learning programs • Provide technical assistance with the use of google, Microsoft and other software suites as required for teaching and learning <p>Technical:</p> <ul style="list-style-type: none"> • Oversee the management of the daily operation of the school network. • Oversee the management of the smooth running of all networking devices including Servers, Switches, Printers and Wireless Access Points. • Evaluate the impact of hardware and software systems on the school network and implement the best possible models in the further development of the networking infrastructure. • Evaluate threats to the security of the system and provide the best cost effective, secure, virus free working environment to all end users. • Ensure regular, adequate backups are done to safeguard the school data. • Oversee adequate archiving of all past staff and past student data. • Oversee prevention and disaster recovery strategies. • Specify network requirements in the development of new technologies. • Develop alternatives and contingencies when proposed solutions do not offer the best educational opportunities for the staff and students at the school. 	

- Prepare and publish feasibility reports when implementing new technologies, in line with the strategic plan
- Oversee the management of the daily operation of the school student administration system.
- Manage the purchase of ICT hardware and software so as to enable the administration staff at the school to work to an efficient and high standard
- Embed elements of the future proofing in the strategic planning documents

Managerial / Leadership:

- Provide vision for the development of the Information and Communication Technology infrastructure by attending the Information and Communication Technology Committee meeting in the school.
- Formulate and regularly update all Information & Communication Technology Policies of the school in conjunction with the ICT committee, as these apply to all students, teaching and non-teaching staff.
- Be responsible for the development and maintenance of all the Information and Communication Technology budgets in liaison with the Business Manager upon consultation with; ICT Committee and the teaching and administrative staff.
- Assist the Business Manager and the ICT Committee in the ongoing planning and development of the Information and Communication facilities in the school.
- Facilitate, after suitable consultation with the Principal and Business Manager, the purchase of appropriate hardware and software.
- Manage, with the Business Manager, all leases that are in place for the purchase of this hardware and software.
- A good leader and motivator to the teaching staff, as a member of the school Information & Communication Technology Committee.
- A good leader and motivator, by example, to the rest of the ICT staff.
- Oversee regular rollouts and installation of all computer hardware and software.
- Ensure the maintenance and storage of all equipment and software.
- Oversee the successful operation of the ICT Helpdesk
- Maintain suitable records of all the ICT equipment in the school.
- Maintain suitable records of all technical jobs performed.
- Manage the school network and delegate appropriate tasks to ICT staff and technical support staff contracted from outside the school.
- Liaise with companies, consultants and external contractors with respect to equipment supply, repair, cabling / electrical work and technical support.
- Develop project plans to support implementation of new technologies.
- Oversee the professional development needs of the Network Administrator.
- Participate in the induction of new staff with regard to ICT at Geraldton Grammar School\

General Expectations:

- Actively involved in all school activities.
- A visionary in the uptake and implementation of new emerging technologies in the area of education.
- Adhere to the staff code of conduct
- Provide timesheets accounting for hours worked and in time in lieu that may be accrued
- Any other duties at the direction of the Principal

Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011.

SELECTION CRITERIA

ESSENTIAL:

Qualification:

- Diploma in Information Technology and/or teaching qualifications in Information Technology or equivalent experience.

Skills:

- Advanced level of IT skills
- Exemplary leadership skills.
- Ability to be able to translate client needs into the ICT solutions.
- Ability to identify and implement value adding ICT solutions for staff.
- Strong organisational and interpersonal skills, enabling the Head of ICT to relate with harmony and authority with staff and students, demonstrating courteous, respectful and punctual communication.
- Strong written and verbal communication skills
- Demonstrated ability to work independently and as part of a team
- Demonstrated capacity for self-directed work and for taking initiative.
- Demonstrated ability to lead a team collaboratively

Experience:

- Broad range of ICT experience as used in an educational setting.
- Experience in similar positions involving specialist skills and responsibility.

PERSONAL REQUIREMENTS

- Model and maintain the ethos of the school
- Strong sense of confidentiality and loyalty.
- Well groomed, well spoken, familiar with protocol and etiquette
- The ability to work independently and as part of a team.
- Well organised, accurate, flexible, creative and innovative.

APPROVED BY:
Deputy Principal/Business Manager

DATE OF APPROVAL:

REVIEWED BY:	DATE
DLE/TDD	12/07/2018
DLE	24/07/2018