



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Information Services Manager
Summary of the role:	Responsible for continuing to improve Sidcot's use of information throughout the School. Promote information systems across all areas of the School and manage the implementation of improvements.
Line management responsibility for:	2 members of the ISAMS team
Safeguarding requirements:	<ul style="list-style-type: none"> Engage in regulated activity relevant to children Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	<ul style="list-style-type: none"> Manage the short-term and long-term cover rota for teaching staff. Attend Operations Meetings to discuss cover implications of future trips/training/etc. Lead the development of Sidcot information management system (ISAMS) to ensure full utilisation throughout the School. Be the data protection lead (DPL) within the School, carrying out data protection risk and impact assessments as required and arranging relevant staff training. Co-ordinate the response to any Subject Access Requests (SARs) received by the School. Manage the use of software for the School's intranet, parents' evenings, activities, trips, digital signage, clickview (video content), classcharts (behaviour management) etc. Manage the School software licensing to ensure all software is up to date and compliant. Oversee the IT Budget, ensuring future projects are budgeted for. Oversee the School's printing contract, closely tracking printing usage by departments. Manage the School's phone system and mobile phone usage. Create a framework for assessing and improving staff ICT capability. Communication with parents regarding pupil devices, and purchasing when required. Organise the configuration of devices with the IT Support Team. Liaise with Sidcot's ICT partner: <ul style="list-style-type: none"> Provide weekly updates to the Director of Finance.



Job Description and Person Specification

	<ul style="list-style-type: none">○ Monitor staff satisfaction with the ICT service.○ Attend monthly meeting with Sidcot's ICT partner to ensure service levels are met.○ Provide support to ensure ICT operational and capital spend is within budget.● Review the use of information resources throughout the School to ensure that there is minimal duplication and that opportunities to pool resources are exploited.● Evaluate business processes and make recommendations where improvements and efficiencies can be implemented.● Ensure all IT Policies are up to date and fit for purpose.● Providing support to the Exams team when required.
--	--

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



Job Description and Person Specification

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Evidence of training and continued professional development in ICT, data management or information systems 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Data protection or GDPR training/qualification • Management or leadership training • Relevant professional qualification in IT, Information Systems, Business Systems or a related field 	<ul style="list-style-type: none"> • Evidence of previous successful work of a similar nature • Communicating, motivating, and relating to others • Decision-making, problem solving, planning, and organising. • Understanding of teaching and learning support • Technical Ability
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of managing and developing information management systems • Experience of working with school management systems such as ISAMS 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of managing ICT services, software systems, licensing and third-party ICT providers • Experience of leading or supervising staff and managing team performance 	<ul style="list-style-type: none"> • Evidence of previous successful work of a similar nature • Communicating, motivating, and relating to others • Decision-making, problem solving, planning, and organising. • Understanding of teaching and learning support • Technical Ability



Job Description and Person Specification

	<ul style="list-style-type: none"> or similar MIS platforms • Experience of reviewing and improving business processes and operational efficiency 	<ul style="list-style-type: none"> • Experience of budget monitoring and contract management • Experience of supporting data protection compliance, risk assessments and Subject Access Requests 	
<p>Skills, abilities and competencies</p>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to communicate clearly and concisely with teachers, senior managers, administrative staff, parents and external partners • Effective decision-making and problem-solving abilities, including the ability to identify improvements and implement practical solutions • Strong organisational and planning skills, with the ability to prioritise workloads, manage projects and oversee operational resources • Ability to analyse and improve business processes to increase efficiency and reduce duplication of resources 	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Strong team leadership and staff management skills, including experience motivating and developing teams 	<ul style="list-style-type: none"> • Evidence of previous successful work of a similar nature • Communicating, motivating, and relating to others • Decision-making, problem solving, planning, and organising. • Understanding of teaching and learning support • Technical Ability



Job Description and Person Specification

	<ul style="list-style-type: none"> • Ability to manage budgets, monitor expenditure and oversee contracts and service delivery • High level of ICT capability and confidence in promoting and supporting the effective use of information systems across an organisation • Ability to work independently, use initiative and manage competing priorities effectively • Commitment to safeguarding and child protection practices 		
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of information management systems and their effective use within organisations • Knowledge of ICT infrastructure, software systems and service management principles • Understanding of software licensing compliance and ICT budgeting processes • Knowledge of safeguarding and child protection responsibilities within a school environment 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Understanding of data protection legislation, GDPR requirements and information governance • Understanding of teaching and learning support systems within education settings desirable • Knowledge of operational planning, resource management and continuous improvement processes 	<ul style="list-style-type: none"> • Evidence of previous successful work of a similar nature • Communicating, motivating, and relating to others • Decision-making, problem solving, planning, and organising. • Understanding of teaching and learning support • Technical Ability



Job Description and Person Specification

<p>Attitude and Behaviours</p>	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Evidence of previous successful work of a similar nature • Communicating, motivating, and relating to others • Decision-making, problem solving, planning, and organising. • Understanding of teaching and learning support • Technical Ability
---------------------------------------	---	---	---