



The  
**Ladies' College**  
Guernsey

## IT Manager



Start Date Negotiable

## IT Manager

### Candidate Criteria

To lead the strategic planning and daily management of the school's IT infrastructure, ensuring that all systems, hardware, and software support high-quality teaching, learning, and administration. The IT Manager is responsible for maintaining the security, integrity, and performance of the school's IT systems, and providing effective support and training to staff and students.

### Role and responsibilities

#### Technical

- Be responsible for the management, maintenance, update and upgrade of the College IT systems;
- Devise, implement and evaluate policies and practices that ensure data protection, security and availability of the College IT systems;
- Have a proactive approach to developments in technology to improve the efficiency and effectiveness of teaching, learning and operational processes within the College;
- Understand and support the systems and software which are used in the College, to ensure efficiency of implementation in all IT developments with an aim to futureproof, as far as is possible.

#### IT Strategy and Planning

- Develop and implement the school's IT strategy;
- Plan for future IT needs and upgrades to support teaching and learning;
- Responsibility for the IT budget and oversight of procurement of hardware, software, and services as required.

#### Management

- Ensure the secure and efficient operation of the school's network infrastructure, including Wi-Fi, servers, and cloud systems (e.g. Microsoft 365, InTune);
- Monitor system performance and implement improvements;
- Maintain data backup systems and disaster recovery plans;
- Line manage the work of the IT support team, including delegation and monitoring to ensure that the team meet their KPI's and support the wider work of the College.

- Work with the IT Service Manager to monitor, resolve and proactively respond to items including help desk calls.
- Manage and support the communication to parents in relation to IT systems e.g. Management Information System, BYODs, School Cloud, etc.
- Liaise with the external providers as required to achieve the above items

### **Cyber Security and Data Protection**

- Ensure IT security measures are up to date and effective against threats;
- Implement and maintain GDPR-compliant systems and practices;
- Conduct regular audits and risk assessments.

### **Staff Training and Support**

- Assist with periodic training, including induction for new members of staff, in connection with the accessing systems and data protection requirements;
- Provide guidance and training for staff on new systems and software;
- Support the integration of technology into classroom practice;
- Create and maintain user manuals and support documentation.

### **Hours**

Full time position - hours by negotiation.

The IT Manager will also be required to work adjusted/additional hours on request to support the College's programme of evening events (which require IT support). Adjusted hours are to be requested and agreed with a minimum of 5 working days' notice to allow appropriate planning within the department.

Annual leave - 5 weeks to be taken in accordance with the College's academic year and taking into account the rest of the IT team to ensure that IT support is in place for 50 weeks/year and including bank holidays.

Weekend work (Saturday and Sunday) is negotiable and should be discussed with the Principal. Time needed for the event will be paid in time in lieu or at the hourly rate.

### **Line Management**

Reports to the Bursar

### **Remuneration**

The level of remuneration will be commensurate with experience and relevant qualifications.

### **Other Benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Equal Opportunities**

*The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

### **Safeguarding**

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

### **Data Protection**

*This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy Notice and Data Protection Policy and The Data Protection (Bailiwick of Guernsey) Law, 2017.*