The Harvey Grammar School

IT Support Manager

Person Specification

We are seeking to appoint a person who has the following skills/knowledge:-

Qualifications and Experience

- Qualifications in IT or Computer Science (desired)
- Further IT related training
- Evidence of recent experience and/or study in IT
- Network installation
- Managing a Budget
- Working directly with Active Directory, Microsoft SQL server, Exchange server, Microsoft 365, Azure, JAMF Pro and other cloud services
- Experience of Virtual Machines (VMware) and HYPER-V (Microsoft)
- Microsoft Server and Client Operating Systems, software and hardware
- Server Deployed and Managed Software/Services to Client Computers
- Management of LAN topologies, Firewalls and Internet Connectivity
- Backups, Antivirus and Windows Updates

Skills and Attributes

- Good verbal and written communication skills appropriate to the need to communicate effectively
- Good practical common-sense and organisational ability
- Ability to build and form good relationships with colleagues and to interact appropriately with students
- Ability to meet deadlines

Personal Qualities

- A professional approach with regard to discretion, sensitivity and the need for confidentiality
- Initiative and ability to prioritise work
- Able to work flexibly to meet deadlines and adapt to changing and challenging circumstances
- Efficient and meticulous in detail and organisation
- Evidence of excellent attendance and punctuality record
- Understands the need to follow school and DfE/ESFA regulations
- Can interact professionally with the school's wider community
- Desire to enhance and develop skills and knowledge through CPD
- Recognition of the importance of personal responsibility for Health & Safety