



OXFORDSHIRE COUNTY COUNCIL
LANGFORD VILLAGE COMMUNITY PRIMARY SCHOOL
Peregrine Way, Bicester, Oxon, OX26 6SX
Telephone: 01869 369021
Email: zbaker0326@langford-village.oxon.sch.uk
Website: www.langford-village.oxon.sch.uk

School Premises and ICT Manager – Job description

(Grade 8) - Be responsible for/manage the compliance, maintenance and development of school site. Be responsible for/manage the operation and delivery of ICT infrastructure and support services within the school. Management of staff, including commissioning and delegation of relevant activities. **Member of the school's management team. Reporting to the HT/SBM.**

Organisation

Be responsible for the planning, development, design, organisation and monitoring of school Health & Safety compliance, site maintenance and development, ICT infrastructure, equipment and support services.

Line Management responsibilities;

- Lead and manage relevant staff, including commissioning and delegation of activities
- Line management responsibilities for premises and ICT teams, including third party IT support

Premises and ICT

- Develop and monitor management information systems in relation to H&S compliance, ICT resources and usage
- Be responsible for the development of and implementation of appropriate plans such as Schedule of Maintenance, Premises Development Plan, Asset Management Plan and Disaster Recovery Plan; sourcing appropriate certifications, RAMS, insurances and permissions
- Manage and co-ordinate the repairs and maintenance of equipment and fixtures ensuring good standards and timely completion
- Obtain quotes for repairs and maintenance, in line with school and Local Authority protocols, organise works and agree supervision arrangements, some of which will fall into the school holidays
- In collaboration with the SBM, review premises related contracts / SLAs ensuring high quality service and best value for money
- Be responsible for agreed regular checks, KPIs and monitoring of the site for safety, security and quality assurance
- Commission appropriate policies in relation to ICT safeguarding and licensing and insurance
- In liaison with IT Support, ensure all equipment is security marked and recorded and that robust digital asset tracking and lifecycle management systems are in place

- . Support the IT service provider by relocating equipment and supporting them with minor repairs e.g. securing cables or re-trunking
- . Perform basic maintenance tasks, install and set up software, school email addresses, monitor network use, providing reports as appropriate
- . Manage warranties, licenses etc. for IT equipment, keeping records and notifying SBM of renewals / end of warranty arrangements

Resources

- . Identify the need for, select and manage resources, including management of resource budget and securing value for money aligned with DFE guidelines
- . Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
- . Manage and co-ordinate the delivery of materials and equipment and ensure all equipment and materials are stored in line with policies
- . Manage related cost centre budgets ensuring best value
- . Manage relevant partnerships / contractor relationships ensuring that expected standards are met and arising concerns are identified and addressed
- . Review gas, electricity and water usage; submit meter readings and advise SBM on possible energy efficiencies
- . Oversight of the management of facilities including use of premises and lettings
- . Provide regular updates and monitoring reports to SBM in relation to management of IT contracts, IT asset register, procurement of IT resources, support strategic planning of IT resources in school.

Health & Safety and Security

- . Oversee site security and manage key holders
- . Assist with emergency situations or procedures such as fire evacuation, lock down and first aid
- . Maintain site maps and records in relation to all aspects of BMS (Building Management System), inc. locations of fire call points, water systems, gas inlet, electricity supply etc.
- . In collaboration with the HT/SBM, lead on health and safety co-ordination across the school ensuring that statutory and audit requirements are met
- . In collaboration with the HT/SBM, ensure that Health & Safety policies are up to date and adhered to
- . Be responsible for the management of GDPR compliance within the school, escalate breaches and identified risks as appropriate

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

School Premises and ICT Manager – Person Specification

	Essential	Desirable
Experience	<p>Experience working in a related or business environment at a management level</p> <p>Experience of managing budgets</p> <p>Experience of managing staff</p> <p>Experience of managing contractors and third parties</p> <p>Experience of procuring contracts and negotiating good value for money</p> <p>Experience of carrying out general repairs and maintenance</p>	<p>Experience managing within an education or public-sector environment</p> <p>Experience of leading large-scale projects and managing budgets</p>
Qualifications / Training	<p>Excellent numeracy / literacy skills with minimum of GCSE in Grade 4 or above (ore equivalent) in English and Maths</p> <p>First Aid at Work, Legionella, Asbestos Awareness, Working at Height, Health and Safety in the workplace or willingness to undertake training</p>	<p>Educated to A Level, NVQ 4 or Degree</p> <p>Professional qualification in Health & Safety (e.g., NEBOSH) or ICT</p> <p>Generalist Safeguarding Certificate</p>
Knowledge / Skills	<p>Excellent organisational skills including time management, prioritisation, record keeping and escalation</p> <p>Knowledge of premises, health and safety and risk management</p> <p>Strong IT literacy and ability to manage IT based systems</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Project management skills, including risk assessment and stakeholder engagement</p>	<p>Full working knowledge of relevant polices/codes of practice/legislation</p> <p>Understanding of sustainable estate management and environmental compliance</p> <p>Excellent IT skills</p> <p>Knowledge of GDPR and how to manage confidential and sensitive information</p>

	<p>Ability to identify areas where repairs/cleaning is required and not up to expected standard and address concerns with relevant parties.</p>	
<p>Attitude / approach</p>	<p>Honesty and Integrity</p> <p>Professional and approachable</p> <p>Excellent interpersonal skills with the ability to communicate with others in an assertive but supportive and friendly manner</p> <p>Ability to relate to other professionals, pupils, parents, external third parties and other stakeholders</p> <p>Flexible and committed to meeting the needs of the school</p> <p>Self-motivated with a 'can-do' approach, prepared to take on tasks that may not form part of the job description</p> <p>Reliable and responsive</p> <p>Well-presented and articulate</p> <p>Willingness to become involved with the school in accordance with the ethos of the school and the achievement of the school aims</p>	