



**Job Description – IT Manager**

Do you want to make a difference to the learning and progress of young people? At Hollywater School we aim to live our core values of "Inspire, Believe and Achieve" to enable our students and their families to have aspirational life long ambitions and experiences...Can you be part of this vision?

Hollywater School is a school for pupils aged 4-19 with complex learning needs. We set high but realistic expectations for all and encourage everyone to discover the joy of learning so that they may thrive, gain independence and be given every opportunity to achieve their full potential to be as independent as possible in their adult life. We recognise that the personal development of pupils spiritually, morally, socially and culturally, plays a significant part in their ability to achieve and learn and prepares them for the opportunities, responsibilities and experience of adult life.

As IT Manager in our Special Educational Needs and Disabilities (SEND) school you will play a crucial role in ensuring that technology supports both staff and students effectively.

**Key Responsibilities**

**Technology Strategy & Implementation**: Develop and maintain a digital strategy that aligns with the school's educational goals, vision and values.

**Network & Infrastructure Management**: Ensure the school's IT systems, including servers, networks, and security protocols are up-to-date and functioning optimally. Review and develop a plan of future Software and Hardware systems.

**Cybersecurity & Data Protection:** Implement security measures to protect sensitive student data and ensure compliance with GDPR.

**Technical Support:** Provide support to staff and students, troubleshooting hardware and software issues.

**Assistive Technology:** Support the integration of assistive technologies that help students with SEND access learning materials.

**Training & Development:** Educate staff on best practices for using technology in the classroom, including accessibility tools.

**Budget & Procurement**: Manage the IT budget, procure new systems, and ensure cost-effective solutions.

**Collaboration**: Work closely with teachers, SEND coordinators, and external agencies to ensure technology enhances learning experiences.

**Service Provider:** Liaise with the service provider on system support provider .e.g. registering calls, raising tickets and infrastructure queries.

### ****Assistive Technology****

### **Researching and Advising on software solutions to allow teachers to personalise learning for students such as:**

* **Text-to-Speech & Speech-to-Text:**
* **Screen Readers & Magnifiers.**
* **Adaptive Keyboards & Mice:**
* **Communication & Accessibility**
* **Speech Recognition Software: Captioning & Sign Language Tools**
* **Digital Note-Taking devices.**

### Security & Well-being:

* **Online Safety Tools:** Liaise with service provider to ensure students navigate the internet safely with appropriate controls and monitoring software.
* **Sensory-Friendly Environments:** Support Teaching staff to adjusts screen brightness, sound levels, and other settings to accommodate sensory sensitivities.

**AI Implementation**

* Contribute to the whole school strategy including policy and strategic planning for AI implementation in accordance with National Department of Education Guidelines.

**Skills & Qualifications**

* Strong knowledge of **IT infrastructure** and **networks**
* Experience in **educational technology** and supporting SEND students.
* Familiarity with **Management Information Systems (MIS)** e.g Arbor used in schools.
* Ability to lead IT projects and provide strategic direction.
* Excellent problem-solving and communication skills.

**Role flexibility:**

* We value flexibility in our school workforce and encourage adaptable deployment based on the business and operational needs of the school. The IT managers role may involve working across different teams, locations, or schedule of the school to support operational goals while maintaining a healthy work-life balance