



**Friends' School Lisburn  
Post of ICT Manager  
Information for Applicants**

- 1 Completed application forms *and* Equal Opportunity Monitoring Forms must be received by School by **12 noon on** Monday 23 September 2024. Only applications on the School's official form will be considered.
  
- 2 Five documents are included in the Application Pack/download:
  - Information for Applicants
  - Job Description
  - Personnel Specification
  - Application Form
  - Equal Opportunities Monitoring Form
  
- 3 Applications will be acknowledged by email and invitations to attend interviews will be sent by email
  
- 4 Completed applications should be emailed to [recruitment@friends.lisburn.ni.sch.uk](mailto:recruitment@friends.lisburn.ni.sch.uk)
  
- 5 Completed Equal Opportunities Monitoring Form should be emailed to [monitoring@friends.lisburn.ni.sch.uk](mailto:monitoring@friends.lisburn.ni.sch.uk)
  
- 6 Canvassing disqualifies

*Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.*



**Friends' School Lisburn  
ICT Manager**

**General Information**

Friends' School Lisburn was founded by the Religious Society of Friends in 1774. The school has a rich heritage and will be celebrating its 250<sup>th</sup> anniversary in 2024-25. It enjoys links with the seven other Quaker schools in Britain and Ireland and has established international connections with other schools overseas.

The school currently has an enrolment of 1065 pupils in the grammar school and a further 160 in the Preparatory Department and Pre-Prep. It is heavily oversubscribed at the point of entry to Year 8 and has an excellent record in public examinations both at GCSE and A-level.

The school is set in 20 acres of mature grounds and enjoys excellent facilities. The oldest building on site is the listed Middle House, which dates from 1880 and which was refurbished in 2015. In the last decade, two floodlit Astro turf hockey pitches have been laid and a state-of-the-art Maths and Music block has been constructed. Friends' has also been granted significant capital funding from the Department of Education which will enable the school to continue to enhance provision for future generations of pupils.

The school ethos, which is rooted in its Quaker heritage, places an emphasis on the value of each individual and encourages a sense of service to others. The acronym ASPIRE is used to promote the values of Adventure, Sustainability, Peace, Integrity, Respect and Equality, which are based on the Quaker testimonies and are central to the school's identity.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities. It has twice been named as the Sunday Times Northern Ireland school of the year, first in 2011 and then again in 2017.

**The Post**

The School has a Director of IT, Errol Martin, who leads the ICT Department and, along with members of the Leadership Team, sets the whole school-strategy for ICT related matters.

The person appointed will provide technical, training, administrative and clerical support in the ICT Department and throughout the school. The ICT Manager will provide assistance, as needed, to other colleagues and to pupils. There are four network rooms as well as suites of Macs in the Music Department and the Art Department.

**Hours of work**

- 8.30am to 4.30pm Monday to Friday
- Morning Break: 15 minutes
- Lunch: 1 hour

This post is 52 weeks a year, so will involve work outside term time. Full time staff have a total of 43 days' annual leave, including school closures and statutory holidays. The leave year runs from 1 September to 31 August. Annual leave must be taken outside term-time.

The presence of the ICT Manager may also be required on a number of school occasions outside of the hours of work, including occasional Saturday mornings during the year. Attendance in addition to the normal hours of work attracts additional remuneration.

**Salary**

Salary will be points 15-21 on the NJC Scale, currently equivalent to £27,803 - £30,825. Progression will be by annual increment.



**Friends' School Lisburn  
ICT Manager  
Job Description**

**Post:** ICT Manager

**Hours:** 35 hpw

**Salary scale:** £27,803 - £30,825 per annum. NJC pts 15-21

**Responsible to:** The School Principal through the Director of ICT and the Bursar

**Responsible for:** Maximum of one member of staff

**Job purpose**

To assist the Senior Leadership Team and Director of ICT in the development of ICT. To support with the delivery of the ICT strategy within the School, and to ensure that all computer systems and peripheral devices are fully functional and meet the needs of the School.

**Main duties and responsibilities**

**1 Administration of network systems**

- 1.1** Management of the structured cabled environment of any school managed network.
- 1.2** Baseline system support and application support on any school managed system.

**2 Provision and maintenance of ICT resources**

- 2.1** Ensuring that all systems are fully functional to meet the needs of the school.
- 2.2** Maintenance of all computer systems and their environments.
- 2.3** Installation of hardware and software, as appropriate.
- 2.4** Organise repairs to equipment as required and liaise with third party providers on the maintenance and security of the infrastructure, and the management of the various software programmes used within the school.
- 2.5** Performing regular backups of crucial data on school managed systems.
- 2.6** Setting up AV equipment and lighting as required.
- 2.7** Deployment and management of any school owned devices including the relevant software.
- 2.8** Research and recommend new ICT equipment and accessories as required
- 2.9** Plan for the roll-out of any new systems and liaise with any new system providers on the new school management systems.

### **3 Management of school information systems**

- 3.1** Developing and maintaining existing ICT systems in consultation with, and under the direction of the Director of IT.
- 3.2** Setting up and maintaining appropriate e-mail, intranet and internet facilities as required, either on school managed systems or the C2K or equivalent infrastructure.
- 3.3** Responsibility for aspects of maintenance of the school website.
- 3.4** Develop and maintain existing ICT platforms including those used for online learning and communication with parents such as SIMS, Google Classroom, Office 365 and SchoolCloud, and online payments such as ParentPay.
- 3.5** Management of print management, cashless payment and online attendance systems.
- 3.6** Managing and updating system user databases, passwords etc for staff and pupils.

### **4 Curricular assistance**

- 4.1** Participation in planning and delivery of relevant staff induction and training sessions
- 4.2** Assisting staff and pupils with hardware and software problems arising from the use of ICT equipment in the classroom.
- 4.3** Assisting with the provision of staff development days either in a large group or single tutorial mode.
- 4.4** Setting up internet and conferencing facilities as required

### **5 Records and administration**

- 5.1** Maintaining the inventory of all hardware, software and consumables.
- 5.2** Complying with the requirements of the Data Protection Act (GDPR) and Copyright laws.
- 5.3** Keeping up to date with ICT developments including liaising with similar post-holders in other schools.

### **6 Supervision (if required)**

- 6.1** Supervise appropriate staff including the management and allocation of duties. (Supervision is defined as having full permanent accountability for planning and co-ordinating the quantity and quality of work as well as managing issues relating to discipline and welfare.)
- 6.2** Identify and provide on the job training to appropriate staff.

### **7 Other duties**

- 7.1** Compile the monthly school Newsletter with content provided by members of staff.
- 7.2** Any other relevant duties as appropriate (under the direction of the Bursar).

## PERSONNEL SPECIFICATION

		<b>CRITERIA</b>
<b>Educational and Professional Qualifications</b>	<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Computer or network qualification at NVQ Level 4, or a minimum of 3 years' experience in a paid capacity of working in ICT</li> <li>2. Minimum of 5 GCSEs (grades A*-C) or equivalent, including English and Mathematics</li> </ol>
<b>Knowledge/Skills</b>	<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Knowledge of the requirements of an ICT Manager</li> <li>2. High level skills in Microsoft Office</li> <li>3. Good communication skills</li> <li>4. Excellent organisational skills</li> <li>5. Knowledge of health and safety regulations as relevant to the role</li> <li>6. Knowledge of Data Protection requirements</li> </ol>
<b>Personal Qualities</b>	<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Confidentiality</li> <li>2. Ability to work as a member of a team</li> <li>3. Ability to use own initiative</li> <li>4. Strong interpersonal skills</li> <li>5. Approachability</li> <li>6. Ability to work to strict deadlines</li> <li>7. Flexibility</li> </ol>

*The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a short list.*

*Written communication skills will be assessed from the application form. Applicants must also address each of the above criteria in this application – only applicants who address the criteria will be considered for the shortlist.*