JOB DESCRIPTION

Job Title: Manager/Senior Manager-IT (will review later)	**Department:** Admin
Reports to: Technology Leader – Infrastructure and Operations	

Role:
The Manager- IT will support strategic initiatives and oversee day-to-day technology operations. This role requires strong leadership, technical expertise, and the ability to manage projects effectively. He/She will play a key role in ensuring IT systems are secure, scalable, and aligned with the school's priorities.

Key Accountabilities

Strategic Support:
- Assist the Technology Leader in developing and successfully executing the IT roadmap.
- Provide input on technology strategy, innovation, and digital transformation initiatives.
- Deputise as the Technology Leader – Infrastructure & Operations in their absence

Operational Leadership:
- Assist in overseeing the IT infrastructure, applications, and network operations.
- Support staff in the effective use of technology to enhance teaching and learning.
- Ensure high availability, security, and performance of systems.

Team Management:
- Mentor IT team members, fostering a culture of collaboration and excellence.
- Work in partnership with academic leaders to evaluate and implement digital learning tools.
- Line manage?

Cybersecurity & Compliance:
- Implement robust security measures and ensure compliance with regulatory requirements.
- Promote e-safety, digital literacy, and responsible use of technology in line with safeguarding requirements.
- Monitor and mitigate risks proactively.
- Professionally responsibility to be at the cutting edge of Cybersecurity & Compliance developments

Project & Vendor Management:
- Assist in managing IT projects including upgrades, migrations, and new implementations.
- Manage software licensing, asset registers, and equipment replacement cycles.
- Liaise and work with vendors for procurement and support services.

Budgeting & Reporting:
- Assist in preparing IT budgets and monitoring expenditures.
- Identification and recommendation of working/technical procedures, quality of service and operational effectiveness of the IT department and report these findings at regular intervals.
- Any other task assigned by the Technology Leader and leadership team.

The British School, Dr Jose P Rizal Marg, Chanakyapuri, New Delhi 110021 INDIA
www.british-school.org | thebritishschool@british-school.org | +91 11 40664166
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Experience
• Relevant experience 10 years or more

Qualification/skills
• Degree in Information Technology, Computer Science, or a related subject.
• Relevant professional IT certifications are desirable.

Personal Attributes
• Strong leadership, organisational, and problem-solving skills.
• Clear and effective communication skills.
• Ability to work collaboratively within a busy school environment.
• High levels of integrity and discretion when handling confidential information.
• Commitment to safeguarding and promoting the welfare of children.

Competencies:
Will follow Middle Leader competencies

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature: Date:

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