

JOB DESCRIPTION

Post Title:	IT Systems Manager
Nature of the Role:	Full Time, permanent
Responsible to:	Vice Principal
Responsible for:	IT Apprentice (2019)



Purpose of the Role

You will join the founding team of the college, and be responsible for providing robust, secure and flexible IT systems to facilitate teaching, learning and administration for all staff and students at the college. You will work closely with the Leadership Team to ensure that sufficient resources are allocated to IT, and best value is secured for our investment.

Main Duties and Responsibilities

- To be responsible for the smooth running and availability of all IT systems in the college
- To inform the strategic planning for IT, so the college is able to deliver its educational vision
- To maintain and run an IT Helpdesk to resolve staff and student IT issues in a timely and efficient manner
- To liaise with suppliers, contractors and partners
- To develop and maintain a disaster recovery plan
- To undertake planned maintenance
- To perform regular security audits
- To ensure that the college is compliant with all current and future legislation
- To manage an IT support and maintenance budget
- To keep abreast of technological developments and advise staff on those which would benefit the college
- To ensure that the college complies with Health & Safety legislation in relation to IT Systems and that the college is acting responsibly and legally with respect to copyright, computer misuse and data protection laws.
- To undertake training of staff in any relevant systems to reduce bureaucratic burdens and improve personal effectiveness. This training may include the creation of online support materials.
- To meet with students to seek feedback on IT systems performance and experience
- To regularly review hardware, software and network usage and produce termly report
- To support occasional events held at the college
- Managing and planning the work for interns or apprentices

Additional Information

College IT systems are broadly made up of the following hardware and software.

Infrastructure

- HP ProLiant DL360 Gen9 servers
- HP MSA 2040 SAN
- HPE 7000VA UPS
- QNAP TVS-1271U
- HPE Aruba 5406R v3 modular switches
- Aruba IAP-205 wireless access points
- VMware ESXi server virtualisation
- Windows Server 2012 R2 Standard Edition
- Veeam Backup & Replication
- Papercut
- Smoothwall

Client Devices

- 50 x desktop PCs (Windows 10) domain joined and centrally managed with file, print, web access
- 24 x desktop Mac domain joined and centrally managed with file, print, web access
- 10 x staff laptops (Windows 10) domain joined and centrally managed with file, print, web access
- 4 x staff laptops (Mac) - Web access and web printing services
- 75 x student laptops (Windows 10) – Web access and web printing services

The college uses Google Apps for Education as a VLE, and makes use of Gmail as its primary email service for staff and students. Microsoft Office is available on all machines, and a number of freeware applications, mainly to facilitate Computer Science teaching, are installed on laptops.

The college Management Information System is currently Civica REMS, which is locally hosted.

PERSON SPECIFICATION

Essential Experience

- Previous experience of network management and systems administration
- In depth knowledge of Windows Server; Active Directory; Group policy; DNS; DHCP

Desirable Experience

- Have worked in an educational environment, e.g. a school or college
- Professional certification, e.g. Cisco, Microsoft, CompTIA
- Linux systems administration
- Google Apps for Education administration
- Civica REMS administration/deployment
- SQL Server and SQL Server Reporting Services administration
- Ability to write scripts, e.g. bash, WSH, Python.

Personal Qualities, aptitudes and skills:

- Embodiment of Ada's values: Curiosity, Creativity, Collaboration, Rigour and Resilience
- Excellent organisational and time management skills
- Strong collaborative working skills
- Engaging communication and presentation skills
- Enjoys working with learners of all ages and takes pleasure in supporting them to succeed

Other Requirements:

- A commitment to on-going personal development
- A willingness to work flexibly and where necessary outside of normal working hours
- Suitable to work with young people and vulnerable adults in accordance with Government guidelines for safeguarding

Safeguarding

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appointed to the post. References for shortlisted candidates will be requested prior to the interview day. Further information about the DBS be found at www.gov.uk

Remuneration and Benefits

Salary:	£35,000– £45,000 dependent on experience
Selection process:	Application; telephone interview; full day interview
Hours:	9-5 with flexible working for the right candidate by agreement
Holidays:	25 days plus public holidays
DBS:	All employees undergo an enhanced Disclosure and Barring Service (DBS) check
Pension:	Aviva work place pension scheme, with 10% employer contribution

How to apply

Please enquire by email to info@adacollege.org.uk, in the subject field please write “Application for IT Systems Manager” followed by your name. We will send you a standard application form to complete, CVs are not necessary.

All appointments are subject to satisfactory references.