



St Margaret's
School



IT Manager

Information for Prospective Candidates
February 2018

www.stmargaretsbushey.co.uk

The Information Technology team at St Margaret's School is a dynamic team that serves the whole school community. Based in a recently relocated office with a secure server room, the team reports to the Bursar, and works closely with the Headmistress and senior managers across the School. The team has developed significantly in recent years, with a move to server virtualisation and with close involvement in all the recent building upgrades and moves.

The aim of the team is to provide a high IT solution to support the strategic aims and development plans of the School. The team is also responsible for provision of training and support to all staff.

As IT Manager, there is enormous scope to have direct input into the strategic direction of the School's IT estate. The role also requires attendance at seminars and user groups as well as provision of support to the School's extra curricular functions such as plays and concerts.

Job Description

IT Manager

Reports to: The Bursar

Working Hours: Normal working hours are 8am-5pm Monday - Friday. However, the postholder will be required to work flexibly to meet the demands of the role, including some evenings and weekends.

Job Purpose:

- The IT Manager is responsible for effective provisioning, installation/configuration, operation and maintenance of systems hardware, software and related infrastructure. The postholder participates in research and development to enable continuing innovation within the infrastructure, ensuring that system hardware, operating systems, software and related procedures achieve organisational goals, enabling staff and students to work efficiently and effectively.

Main Duties and Accountabilities:

a) Network Management

- To manage a reliable system of computers on which the entire School can run efficiently.
- To manage the provision of Internet access and email for all networked computers, laptops and mobile devices.
- To establish and maintain efficient standards for hardware, software, file and data formats, ensuring all equipment meets health and safety standards, including electrical safety.
- To take responsibility for system security and recovery and its implications.
- To manage network software licences.
- To maintain an accurate hardware audit of all computer equipment.
- To plan, submit and manage the budget for the procurement of ICT hardware and software throughout the School.
- To manage the installation and upgrades of all network, administrative and curriculum software.
- To monitor the effectiveness and performance of the network.

- To manage access for students and staff on the school networks, ensuring security of files and access only to appropriate material.
- To manage access for staff and students to cloud based curriculum resources such as Kerboodle and MyMaths.
- To arrange for up-to-date antivirus protection on all school computers, including laptops, mobile devices and networked computers.
- To provide advice and support for computer peripherals and software packages, liaising with suppliers and installers.
- To keep abreast of technical developments and network systems management, by attending network management seminars and exhibitions.
- To manage any contracted staff for the installation of IT equipment, including cablers, and technicians.
- To prepare and present to Governors, when required, reports on the performance of the IT systems.

b) Training Manager

- To support other administrative systems used in the School Office, Library (MLS) and Bursary (PASS).
- To support teaching staff in the use of all computing equipment and software, providing laptops and projectors as required and co-ordinating with visiting speakers regarding the use of IT equipment.
- To provide training to all new staff on the use of the network.
- To provide training for all staff on the use of the MIS system.

c) Database Manager

- To install, manage and support the Management Information System (Schoolbase™) used by all staff in the delivery of core data, admissions, timetabling, attendance registration, fee billing, and school termly reporting.
- To install, manage and support all Management Information Systems.

d) Budget Management

- Planning, managing and monitoring the IT budget to maximise efficient use of resources and deliver value for money to the School

e) Data Security and Protection

- To act as compliance lead for the School's data protection and GDPR implementation.
- To implement IT based safeguarding and child protection measures, advising the SMT as requested.

This job description is not definitive and may be altered from time to time in accordance with the needs of the School and commensurate with the ability of the postholder.

Person Specification

The person appointed will have the following attributes

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
Educated to A-level standard (or equivalent)	✓	
A Microsoft Certified Systems Engineer		✓
A commitment to continuous professional and personal development	✓	
EXPERIENCE		
Leading and managing a team, including day to day management, team organisation and professional development	✓	
Managing a large network, preferably within an educational environment	✓	
A clear understanding of the required legal standards	✓	
Ability to problem solve and provide solutions to issues relating to IT, media and communications technology	✓	
An ability to manage new IT initiatives within the school and to develop solutions within existing parameters to improve the functioning of the network		✓
A willingness to undertake training to update existing skills and knowledge of best practice and current ICT developments	✓	
Experience of database management and MS Office packages	✓	
ABILITIES, KNOWLEDGE AND SKILLS		
Expertise in deploying and/or managing network hardware and services, including (but not limited to):		
LAN Configuration, IP Addressing and VLAN Management	✓	
Servers (both physical and virtual) along with associated management software(s)	✓	
Switches and Switch configuration, internet connectivity and associated hardware services (firewall, filtering, WiFi networks)	✓	
GSuite and Office 365	✓	
Windows and MAC PC's, laptops, tablets and other mobile devices	✓	
Virtual server environment management	✓	
Active Directory/Group Policy	✓	
The ability to prioritise, work to deadlines, manage own workload and that of others	✓	
Proven line management skills with the ability to lead, motivate and support a small team to work effectively	✓	
PERSONAL COMPETENCIES AND QUALITIES		
Ability to establish and maintain good working relationships with all school staff, parents, pupils, third party suppliers and service providers	✓	
Self-motivation and skills and drive to motivate others	✓	
Professional appearance and attitude	✓	
A willingness to work flexibly, including working evenings and weekends when required	✓	
A commitment to continuous improvement through honest self-evaluation and accountability	✓	

Benefits

- St Margaret's offers the opportunity to work in a dynamic and supportive environment, within beautiful surroundings, and with excellent, well-maintained facilities and resources.
- All non-teaching staff have access to a workplace pension scheme via Royal London, which includes up to 5% employer contribution.
- The School is committed to training and ongoing professional development, with staff encouraged to undertake further training. There are generous training and continuous development budgets.
- A 66% discount on School fees at both the Junior and Senior Schools are available for children of staff, subject to space availability and normal entrance assessments (pro rata for part time staff)
- The School provides life insurance cover for all permanent members of staff based on up to x3 your salary.
- All staff can access childcare vouchers, offered by Edenred through a salary sacrifice scheme.
- Staff are provided with a complimentary lunch and other refreshments during the school day.
- All new staff are supported when they arrive, with help and guidance available from their line manager. A comprehensive induction is in place to provide information, help and advice.
- Staff are entitled to free membership of the School's modern Sports Centre. This includes use of our 25 metre indoor swimming pool, floodlit tennis and netball courts, and well equipped fitness suite.
- There is free on-site car parking for all staff

The Application

Deadline for applications: Friday 16 February 2018 @ noon

Interviews to be held: Wednesday 21 February 2018

St Margaret's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

For an application form and further details, please visit the vacancy page on our website:
<http://www.stmargaretsbushey.co.uk/staff-vacancies>