



# ROEDEAN

Independent Girls' Education  
11-18 Day and Boarding

Roedean seeks a

Deputy IT Manager



[www.roedean.co.uk](http://www.roedean.co.uk)

|                                                         |                                                                   |                                                                 |
|---------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------|
| ON SITE<br>FARM                                         | FOUNDED<br><b>1885</b>                                            | <b>52%</b><br>BOARDING                                          |
| <b>5</b> OFFERS FOR<br>OXBRIDGE                         |                                                                   | BEST EVER<br>GCSE &<br>A LEVEL<br>GRADES IN THE<br>LAST 2 YEARS |
| ACADEMIC<br>MENTORING<br>PROJECTS                       | <b>45</b><br>ACRES                                                |                                                                 |
| FLOOD-LIT<br>ALL-WEATHER<br><b>PITCH</b><br>ON SITE     | <b>60+</b><br>CO-CURRICULAR<br>ACTIVITIES                         | <b>320</b><br>-SEAT<br>THEATRE                                  |
| GIRLS<br>FROM<br>OVER <b>30</b><br>COUNTRIES            | <b>£11m</b><br>BOARDING<br>REFURBISHMENT                          | <b>120</b><br>YEARS ON<br>CURRENT SITE                          |
| <b>ISI</b><br>(MARCH 2016)<br>EXCELLENT<br>IN ALL AREAS | <b>ON THE<br/>CLIFFS</b><br>OVERLOOKING<br>THE ENGLISH<br>CHANNEL | <b>670</b><br>STUDENTS<br>ON ROLL                               |

# Welcome to Roedean



Roedean is an extraordinary school – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean – we are delighted that the girls consistently achieve excellent academic results. In 2021, the A Level results, which were produced through a combination of assessment in School and teacher judgement were 81.8 % of all grades at A\*-A, and 46.6 % were A\* grades. At GCSE, 75.4 %, were at Grade 9-8, and over half, 52.7 %, were awarded Grade 9. Furthermore, it is

noteworthy that nearly many of last year’s leavers went on to study STEM subjects at university, highlighting that the School is bucking the ‘girls can’t do Science’ stereotype. Roedean’s trajectory is very clearly upward, and where it will be in a few short years is a very exciting prospect. These academic successes underline the findings of our exceptional ISI Inspection report which judged Roedean to be ‘excellent in every category’ – the school is certainly ‘going places’ (Good Schools’ Guide), and where it will be in a few short years is an exciting prospect. Roedean really is a great place to work. I hope that you would like to join us.

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**Oliver Blond, Headmaster**  
**Executive Head of the Roedean Group of Schools**

# The Role

## DEPUTY IT MANAGER



Reporting to the IT Manager, the Deputy IT Manager will work closely with the Network Administrator to ensure a sound understanding of infrastructure and the IT Technicians to manage day to day operations of the school's support services, events, the support team and reprographics services as well as reporting in to key stake holders about operations. In the absence of the IT Manager, the Deputy IT Manager will step in to provide cover overseeing the entire department and reporting into Senior Team.

## Main Duties



### Management Duties

- To manage the helpdesk and day to day priorities of the support services
- To keep the IT Manager fully updated
- To manage to the IT support services team
- To provide absence cover for the IT Manager
- To work with the IT Manager to develop an ICT Strategic plan
- To work with the IT Manager to drive the department forwards
- To maintain high satisfaction levels of the IT support services
- To provide regular reports showing support services utilisation and efficiency
- To manage subset of IT budgets and purchasing
- To manage the ticketing system and ensure all tickets are categorised and prioritised
- To report into the Infrastructure team on any problems or required works
- To manage approved contractors and requirements
- To manage and renew contracts such as mobiles and printing contracts
- To manage desktop and laptop deployment across the school

### Support Duties

- To provide 3rd line support
- To support Windows, Mac, iOS, Android, Chrome OS, Windows Mobile clients
- To ensure all client equipment is up to date and working
- To manage and support our Office 365 Tennant
- To maintain efficient and friendly support services to staff, pupils, parents and trustees
- To assist with out of hours support
- To provide advice and support across the group of schools as required
- To provide technical direction to co-workers and students on computer and network usage
- To manage and oversee the deployment of end user machines
- To manage and maintain academic software
- To manage the printer management system (Papercut)
- To provide network troubleshooting
- To look after and maintain our school iPads
- To support classroom technologies such as SMART boards
- To support with school software platforms such as Sibelius
- To support learning platforms such as Kerboodle and Teams

- To provide advice and support across the group of schools as required
- To manage and support mobile handsets

### **Event Duties**

- To run IT at School Events
- To work with key stake holders to plan and manage school events
- To coordinate the IT Team and working with the Theatre team to organise and run School events

### **Security and Compliance Duties**

- To implement technologies to improve efficiency and security
- To manage client security and our Kaspersky Anti-Virus system
- To assist the IT Manager and Senior Network Technician with monitoring of all systems
- To support our Duo Security 2FA system
- To maintain security standards and best practices
- To run reports and ensure compliance on Office 365

### **Communication Duties**

- To manage and support our analogue, digital and IP end user infrastructure
- To support voicemail and phone programming of our Siemens phone system
- To support Office365 product suite
- To manage and support mobile handsets
- To support, maintain, run reports and manage exceptions on our iBoss filtering systems

### **General Duties**

- To monitor overall system health
- To keep abreast of modern developments and product initiatives related to the main job purpose
- To maintain documentation and update where necessary
- To proactively contribute to the IT Team and weekly meetings
- To proactively research training courses relevant to the main job duties
- Any other such task that may be reasonably requested

# Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and Roedean has the same

wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report from March 2016.



# The School Today



Roedean now numbers 670 girls, nearly double the figure of 7 years ago, the result of an annual growth of 15 %, and it is enjoying markedly increased interest, both from local families and from those in London who are choosing to take advantage of the weekly and flexi-boarding opportunities. There has been an enormous growth in the number of pupils from Sussex and the UK, and there are well over 300 boarders in the School. Roedean brings together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and the ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board. Over 75 % of the girls in the

first three years are from the UK, and, in recent years, many local girls have had the opportunity to join the Sixth Form from state schools nearby, benefitting from the school's Brighthelm Awards.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are over 20 joint weekly activities, and we fund-raised and built a Library on their site from scratch in 2018. Furthermore, the Roedean Academy, a programme of academic enrichment which takes place every Spring term, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.



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## ROEDEAN'S ETHOS

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Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the school has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions. Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over sixty activities on offer every week, the girls enjoy sea-swimming, international travel awards, Astronomy Club, a farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch.

Roedean girls excel in a range of sports, many musicians play beyond Grade 8 level, and two girls last year achieved RAD Advanced 2 in ballet – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI, March 2016), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

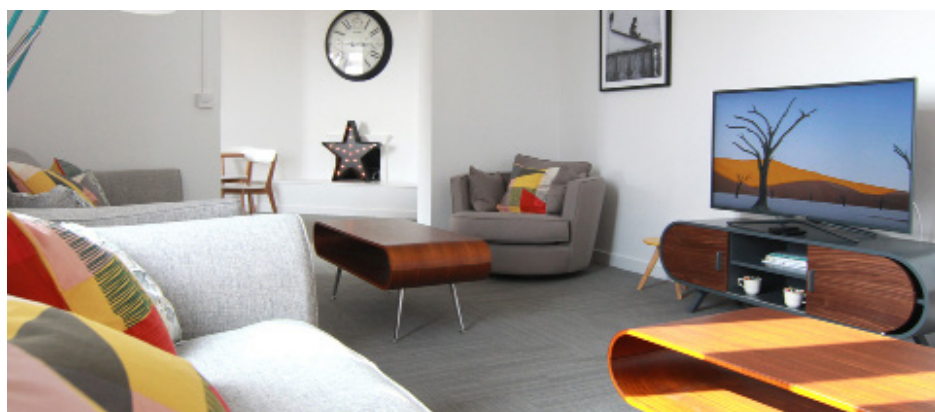
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## ROEDEAN'S CAMPUS AND FACILITIES

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Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House and Lawrence House. We also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. The School recently completed a £10 million modernisation

of the five boarding houses, which includes the significant and sensitive redesign of almost 300 bedrooms, communal spaces, and private study areas for both boarding and day girls, and both Tatler and the Sunday Times drew close comparisons with the accommodation in high-end hotels. With a £1½ million refurbishment of the Sixth Form facilities, a small farm on site which opened in September 2016 with sheep, chickens, and pygmy goats, and a new all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A Library refurbishment promises to deliver outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision. We are also at the early planning stages for a Performing Arts complex, including a refurbishment of our 350-seater Theatre, which completed in September.



# Candidate Specification



- Proven experience as an 2nd line IT Technician or other relevant position
- Outstanding diagnostic, problem-solving and analytical skills
- Good level of documenting systems, procedures and changes
- Appreciation of quality control
- A confident and clear communicator
- Good knowledge of Local Area Networks and Wireless Local Area Networks
- Experience with Windows Server and server technologies
- Experience with Wireless technologies
- Experience with common software such as Microsoft Office
- Experience with hardware
- Experience with Print and Media services and technologies
- Flexible
- Hardworking and committed to providing a quality service
- Good time keeping
- Experience running and managing events
- Able to adapt in a fast-paced environment
- A pleasant, courteous manner and good communication skills
- Able to work with a wide range of people and to remain calm under pressure
- Able to plan and prioritise work within a team
- Able to provide prompt and detailed reports

*The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence*

## Package



**Salary:** Starting salary based on Roedean NTS Point 29 (£30,769 per annum).

**Hours:** 39.5 hours per week, 8am-5pm Monday – Thursday and 8am – 4.30pm Fridays

**Holidays:** 22 days rising to 27 days after 5 years' service. All holidays should be taken within school holiday periods.

### Other benefits include

the school day whilst on duty

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 % - pro rata for part time staff)
- **Death in service** benefit for non teaching staff (subject to eligibility)
- **Dining and refreshment** facilities throughout
- **Sports and Leisure** – free use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work.
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Staff bar and social events each half term.
- **‘Cycle to Work’ scheme**

## Safeguarding



The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## How to Apply



Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Recruitment Manager, Roedean School, Roedean Way, Brighton, BN2 5RQ.

If you have any questions about the role, please email Louisa Butler - [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk).

Closing date for applications is 9am, 29 October 2021.

Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Roedean School, Roedean Way, Brighton, East Sussex, BN2 5RQ  
Registered Charity 307063

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