

RECRUITMENT PACK



IT Manager

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep and Senior School
Application Closing Date	Midday Thursday 27 January 2022
Interviews Week Commencing	Monday 31 January 2022

IMPORTANT INFORMATION

Framlingham College 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.



FRAMLINGHAM COLLEGE
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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Welcome to Framlingham College. We are a forward-thinking, vibrant boarding and day school for boys and girls age 3 to 18, set in the inspiring Suffolk countryside. At Framlingham we believe in the individual. There is no typical Framlinghamian, no singular path that we take: we are academics, actors, musicians, expeditioners, sports people, innovators, scientists, ruminators, decision makers, story tellers, teammates, artists, fun lovers, nurturers and thought provokers. Often, we are many things within one. But we are all individual, each with our own story. Education is about readying each young person for their adult world. An ambitious learning culture permeates all that we do and as educators, we believe in inspiring, guiding and equipping our pupils with skills such as critical thinking, emotional intelligence, good judgement and decision-making. We are aspirational for every pupil and are committed to instilling in each of them a life-long curiosity and a love of enquiry.

We are looking to appoint a proactive and motivated IT Manager to effectively manage and oversee the maintenance and smooth running of the IT Systems. Provide an efficient IT support service to all end users, diagnosing, and rectifying technical IT issues. The successful candidate will lead, motivate and develop a small IT team to deliver these services effectively.

You will be responsible for advising on and developing IT and systems as technology changes and in keeping with the strategic development objectives of the College. Demonstratable experience of managing budgets as well as leading a team are essential.

This is a year-round role working 37.5 hours per week, 08:30 - 17:30 Monday to Friday, plus up to ten Saturday mornings (08:30 to 12:00) each academic year as per the department rota. The post attracts an annual salary of £33-37k dependent on skills and qualifications.

We offer a supportive working environment as well as free lunch each day the kitchen is operational. We also offer a number of other benefits including contributory pension scheme and complimentary gym membership. If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Thursday 27 January 2022**. The interview date will be week commencing Monday 31 January and you will be notified of an exact date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two-week Christmas Shutdown.

Job Information

Reports To

Senior Deputy Head

Job Location

Framlingham College Prep & Senior School

Hours

37.5 hours per week (plus approximately 10 Saturday mornings [08.30-12.00] per annum)

Weeks

52 weeks per year

Salary Band

Band 7

Responsible For

IT Team

Holiday

25 days, plus bank holidays

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To manage and oversee the maintenance and smooth running of the IT Systems at Framlingham College. Providing an efficient IT support service to all end users, diagnosing, and rectifying technical IT issues. Managing a small IT team to deliver these services effectively.

Advising and developing IT and systems as technology changes and in keeping with the strategic development objectives of the College.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

- Manage and oversee the duties and responsibilities of the IT Department ensuring operational effectiveness of the IT systems. This includes: Windows servers 2012 R2 onwards, Microsoft 365, Azure, Active Directory, Fortinet firewall, Aruba/HP switches, network cabling, Unifi Wifi, Windows 10.
- Manage and oversee the system backups and disaster recovery systems using Veeam and other tools as required. Ensuring that all mechanisms for system restore and disaster recovery are in place, robust and have been proven to work.
- Manage and control IT budgets. Ordering equipment, renewing software, contracts, and subscriptions. Researching and negotiating with 3rd parties to provide best value for money.
- Advise on future purchasing needs and requirements. Maintaining rolling replacement programmes and advising on priorities and changes. Overseeing the maintenance of the asset register across both sites by ensuring that procedures for security tagging, retiring



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old hardware and ensuring new hardware is robust and effective.

- Supervise and appraise IT staff as required and manage their professional development.
- Troubleshoot as required, the server and network issues promptly and effectively to ensure that the communication systems (including telecommunications) are functioning and can support effectively the operational activities.
- Ensure cyber security best practices and preventative measures are in place and constantly reviewed. Renewing our Cyber Security Essentials certification annually.
- Oversee the delivery of software updates and installs across the network, ensuring that licenses are up to date and managed effectively.
- Manage all IT projects and communicate elements of this to staff in general as well as IT staff.
- Act as a member of the frontline support team at both sites. Working with staff as and when required to diagnose and support their needs in delivering a good service whether that be internally to students or externally to the wider community.
- Participate in the wider training of all staff as and when necessary.
- Contribute to the strategic thinking related to how best IT can support the needs of the school and to contribute to IT development plan in terms of sympathising with the teaching, learning and operating requirements of the system and then advising on the impact and effectiveness of different technological tools.
- Provide technical advice and input into the IT implications for any strategic developments and aspirations of the organisation as a whole. Overseeing the technical development work of all other members of the IT department.
- Manage the maintenance of the necessary network documentation such as topological diagrams, security, backup policies and user policies.
- Show a flexible approach to work and be able to prioritise tasks in keeping with the business needs of the organizational by reacting and executing tasks in a high-pressure environment.
- To have a strong empathy with the organizational objectives of the College.

It is 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 with, to adhere to and ensure compliance with the school's Safeguarding Policy 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.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
MCSE, MCSA or Equivalent Experience	✓	
University Degree or equivalent	✓	

PROFESSIONAL EXPERIENCE

	E	D
Excellent problem solving and resolution abilities on a wide range of software, hardware and network issues	✓	
Management of server environments, Hyper V, M365, Teams, Sharepoint, Active Directory, WIFI, TCP/IP Networks, switching, firewalls	✓	
Software development experience using C#, Powershell and T-SQL		✓
Knowledge of Cyber Security protections measures and tools	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Strong administrative skills	✓	
Ability to multi-task	✓	
Attention to detail	✓	
Excellent communication skills; both verbal and written	✓	
Ability to use initiative	✓	
Ability to manage IT team and budgets. Purchasing robust IT equipment efficiently	✓	

PERSONAL ATTRIBUTES

	E	D
Ability to diagnose and assess needs of end users and develop appropriate and effective applications	✓	
Flexibility and adaptability	✓	
Excellent accuracy and attention to detail	✓	
Polite and helpful attitude	✓	
Strong work ethic and a willingness to develop new skills	✓	
Self-motivated with a positive "can do" attitude	✓	
Team player with ability to work autonomously	✓	
Ability to prioritise tasks and organise time effectively	✓	
Ability to work under pressure	✓	
Calm, approachable and adaptable	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.