



THE
LOUGHBOROUGH
Schools Foundation

The foundation of a rewarding career

THE NURSERY
6 weeks - 4 years

FAIRFIELD PREP SCHOOL
Boys & Girls 3 - 11 years

THE AMHERST SCHOOL
Boys & Girls 4 - 18 years

THE GRAMMAR SCHOOL
Boys 10 - 18 years

THE HIGH SCHOOL
Girls 11 - 18 years





THE
LOUGHBOROUGH
Schools Foundation

We believe, with some justification,
that there really is nowhere
quite like the Loughborough
Schools Foundation.



LOUGHBOROUGH
Amherst School

Boys & Girls 4 - 18 years



LOUGHBOROUGH
Nursery

6 weeks - 4 years



LOUGHBOROUGH
Grammar School

Boys 10 - 18 years



LOUGHBOROUGH
High School

Girls 11 - 18 years



We are a progressive, charitable Foundation comprising a Nursery, two complementary Prep Schools and three high achieving Senior Schools; The Grammar School for boys, The High School for girls and Amherst School, a non-selective, co-educational School, all sharing exceptional resources and one beautiful, extended campus in the heart of Loughborough.

Our Schools family embraces some 2,000 pupils and 750 staff engaged in giving and receiving an education to cherish.

An education where academic achievement is balanced by moral guidance, happiness, courtesy, opportunity and a tangible kindred spirit within which everyone is known, understood and valued.

Should you choose to apply for this important position, we look forward to welcoming you and helping you to discover more about the Foundation, its history and its future.



LOUGHBOROUGH
Schools Music



FAIRFIELD
Prep School

Boys & Girls 3 - 11 years





Loughborough and the East Midlands

Loughborough is a thriving university town of about 65,000 people (supplemented by 17,000 students in term-time) with a feel of a much larger conurbation. It has a strong sense of community and is very well provided for with amenities including two cinemas, museums, parks and a very wide range of shops and restaurants and a popular market on Thursdays and Saturdays. The three cities of the East Midlands (Leicester, Nottingham and Derby) are all half an hour away by car – less by train, and all include outstanding cultural and sporting venues. The town itself is surrounded by picturesque villages in the rolling Leicestershire countryside.

The East Midlands are extremely well connected to the rest of the country through an excellent network of transport links. Loughborough is 75 minutes by train from St Pancras in London, and the M1 lies only 3 miles from the town centre. East Midlands international airport is just to the North of the town. In addition, this is one of the rare regions in England where property prices remain at a relatively affordable level for teachers with young families.



THE POST

IT INFRASTRUCTURE MANAGER



THE ROLE

The role of IT Infrastructure Manager has operational responsibility for the IT systems and associated data and learning technologies, as well as line manager of the IT Infrastructure Team. This role will report to the Information and Network Services Manager and is directly responsible for the implementation of the strategic developments of ICT resources, the day-to-day management of the infrastructure, and the coaching of junior colleagues.

- Carry out the operational management of all IT services, such as servers, databases and associated applications whether on premise or in cloud solutions, you may at times also be asked to coach and instruct junior staff in carrying out these duties.
- Manage and lead the IT Infrastructure Team.
- Work closely with and support the Information and Network Services Manager to develop a robust strategy and operational roadmap.
- Develop and support robust management information systems.
- Successfully plan and implement new IT projects and systems.
- Adhere to our clear policies for change management and help to develop efficient business processes and demonstrable good practice.
- Deliver effective and responsive customer-oriented services.
- Ensure a robust 2nd and 3rd line support service is in place and escalation is effective.



ACCOUNTABILITY

Reports to the Information and Network Services Manager.



MAIN DUTIES & RESPONSIBILITIES

- **IT development**
 - Working as a senior member of the IT team to implement the vision and strategy for integrated IT solutions across the entire Foundation.
 - Provide junior team members with coaching and mentoring including constructive feedback in order to create a positive working environment with optimum team performance.
- **Project planning and management**
 - To maintain and adhere to project controls that delivers the IT strategy in accordance with the schools' ethos and needs.
 - To plan and implement projects thereby ensuring the effective governance of complex installations, migrations and upgrades.

- Deliver projects on time and to agreed budgets and quality standards, with risks and issues assessed and tracked.
 - Undertake reporting, control and co-ordination of activities including those undertaken by other teams and suppliers.
 - Capture the lessons learned from previous projects in order to avoid preventable issues from recurring.
 - Supervise and work closely with contractors to develop relationships and develop your own professional skills from joint project delivery.
- **IT Service Management**
 - Provide technical support through the Service Desk systems, and work to associated service levels and resolution objectives, based on severity and impact, this will include providing 2nd and 3rd line support to the team as an escalation point for them.
 - Schedule, document and manage the control of system changes within the Service Desk systems, ensuring effective communication and consultation over planned outages whilst taking account of the need for uninterrupted service at key times of the academic cycle and follow the change management procedures.
 - Ensure the 24 x 7 monitoring of all key infrastructure and IT services.
 - Maintain the regular reliable back-up of IT Services, systems configuration and all associated data.
 - Implement an agreed business continuity plan and to periodically test the associated disaster recovery procedures.
 - Supplier liaison to report and resolve issues that may be affecting any IT service.
- **Budgetary and Asset Control**
 - Aid the IT Team to achieve cost effective and timely procurement of IT hardware, software and services, ensuring rigorous selection and management of suppliers to deliver value for money in accordance with Foundation policy and industry best practice.
 - Ensure the environmental and power impact of IT solutions is considered, to ensure sustainability and efficient use of energy.
 - Maintain asset inventories of equipment and software purchased or leased by the schools to ensure the appropriate and efficient use of resources.
 - Ensure appropriate policies are adhered to with regard to disposal, return and re-cycling of end-of-life equipment.
- **IT Policy implementation**
 - Implement the agreed IT policies and monitor all policies at the schools to achieve compliance with all current legislation, regulatory requirements and industry best practice.
 - Ensure effective information security controls including the filtering of Internet access and ensure the electronic safeguarding of students, staff, and their identities together with the protection of associated confidential data.
 - Be prepared to carry out investigations into breach of policy, providing reports and evidential data as necessary.

- Aid the Information and Network Services Department to comply with, support and observe the IT, Foundation and schools' policies.
- **Representation & Liaison**
 - Represent the Information and Network Services Department where requested, both internally and externally.
 - Promote and explain IT developments and policies to stakeholders.
 - Ensure that Heads of School and their representatives are fully engaged in the generation of requirements for new services and upgrades.



PERSON SPECIFICATION

The person specification will be assessed in three ways, the first is through interview, the second is through assessment such as a quiz or technical test, and the third will be through reviewing your application. In the 'How' column we have indicated how we will assess each specification.

I = Interview

A = Assessment

CV = Application

EDUCATION	ESSENTIAL	DESIRABLE	HOW
At least one current professional qualification, eg MCSE	X		I / CV
Relevant degree qualification or equivalent		X	I / CV
Project management accreditation, such as Prince 2		X	I / CV
ITIL Foundation Certificate in Service Management		X	I / CV
KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW
Extensive knowledge of IT systems and applications	X		I / A / CV
A thorough understanding of the IT needed to support learning, teaching and the central services of an educational organisation.		X	I / CV
Understanding of PowerShell scripting language	X		I / A / CV
Understanding of the importance of cyber security policy and procedures	X		I / CV
Understanding of the importance of confidentiality and discretion	X		I
Knowledge of school assessment and examination process		X	I / CV
Knowledge of school timetabling, curriculum management and cover scheduling procedures		X	I / CV
An understanding of Data Protection, GDPR and compliance requirements of educational establishments		X	I / CV

Knowledge of the use of IT within a large group of schools, such as a Foundation or Multi-Academy Trust		X	I / CV
Knowledge of local and wide area networks including wired and wireless technologies		X	I / A / CV
Thorough understanding of current IT environments, standards and legislation	X		I / A
Detailed understanding of the hardware and software solutions required in a large organisation, including databases and storage area networks, desktop and server computing, including virtualisation technologies	X		I / A / CV
SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE	HOW
Experience writing PowerShell scripts for automation and/or Infrastructure as Code tasks	X		I / A / CV
Experience working with a School MIS		X	I / CV
Experience working with Capita SIMS and/or iSAMS		X	I / CV
Experience of managing Microsoft Enterprise Servers and SQL databases in a virtualised environment	X		I / A / CV
An understanding of Hyper-Converged systems architecture		X	I / A / CV
Experience with Microsoft SQL	X		I / A / CV
Experience of managing systems for an organisation	X		I / CV
Experience working with Data Analysis tools (i.e. Excel)	X		I / CV
Experience producing custom reports with advanced tools such as Microsoft BI, SRSS and Crystal Reports		X	I / CV
Ability to work independently, using own initiative	X		I
Ability to produce reports and present complex information in an accessible way for non-specialists	X		I
Ability to work under pressure using time management and organisational skills to ensure adherence to tight deadlines	X		I
Proven ability to resolve complex problems	X		I / A
Ability to work collaboratively in a team and with other colleagues, and lead on training as required	X		I / A / CV
Ability to understand new software and deliver training	X		I / A / CV
Good communication and interpersonal skills	X		I
Flexible and enthusiastic attitude to work	X		I / CV
Strong customer service focus	X		I / CV

Willingness to learn and develop with the ability to attend training events off campus	X		I
Experience of working in a similar role in a school environment		X	I / CV
Experience of maintaining virtual learning environments, such as Firefly		X	I / CV
Experience of working with and supporting Finance, HR, Payroll and other similar Management Information Systems.		X	I / CV
Experience developing and implementing new systems	X		I / CV
Excellent documentation skills	X		I / A / CV



MAIN TERMS AND BENEFITS

- Salary range £33,330.00 - £41,951.00 per annum – dependent on experience
- 37.5 hours per week
- On-Call 1 week in 4 (for additional remuneration)
- 23 days' holiday per year, plus bank holidays
- Discretionary Christmas shutdown
- Contributory Group Pension Scheme; employer contribution 7%
- Complimentary free school lunch during term time
- Free parking
- Reduction in school fees for your children at any of the four Foundation Schools (not including the Nursery or Kindergarten)
- Use of leisure facilities including swimming pool and gym
- Employee Assistance Programme



HOW TO APPLY

Please visit <https://lsf.org/careers/vacancies/> and complete the online application form as fully as possible.

There are two rounds of interview for this vacancy; the first being a telephone interview and the second a face-to-face interview. If you are unable to attend an interview on the dates below, please provide details of your availability on your application form.

Telephone interviews will be held on **02 November 2022**.

Face-to-face interviews will be held on **07 November 2022**.

If you have any questions about the vacancy, please contact HR; recruitment@lsf.org

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.