WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack

IT Systems & Network Administrator

Employment Status	**Full Time**
Employment Location	**Framlingham College Senior and Prep School**
Closing Date for Applications	**Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience**
Interviews	**As Applications are Received**

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.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY

Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of IT Network & Systems Administrator at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham.

We require an effective IT Network & Systems Administrator to join our busy IT department. The successful candidate will be responsible for the day-to-day administration of our network and Windows Systems. This will involve managing various server technologies including Windows Server 2019/2022, SQL 2014/2022, Exchange 2019 and Office365.

You will be a proactive individual with strong communication skills, and ideally MCSA/ MCSE qualified or with relevant proven technical experience.

This is a year-round role working 37.5 hours per week, 8:30am-5:00pm Monday to Friday, plus up to ten Saturday mornings (8:30am to 12:00pm) each academic year as per the department rota. The post attracts an annual salary of £29,696.

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.

We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Louise North
PRINCIPAL, 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 are reviewed upon receipt, you are therefore advised to apply at your earliest convenience. 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;
- Christmas Shutdown.

Job Information

Reports To
IT Manager

Job Location
Framlingham College Senior & Prep School

Hours
Full Time

Benefits
Free lunch each day the kitchen is operational, contributory pension scheme and complimentary gym membership.
25 days annual leave plus bank holidays and a two week Christmas shut down.

Job Description

JOB PURPOSE

To manage the day-to-day administration of Applications & Network at Framlingham College including both the Senior School and the Prep School. Contribute fully to the smooth operation of the IT department and other aspects of IT development, support, and training as and when required.

KEY RESPONSIBILITIES

To manage the day-to-day administration of Applications & Network at Framlingham College including both the Senior School and the Prep School. Contribute fully to the smooth operation of the IT department and other aspects of IT development, support, and training as and when required.

- Manage the day-to-day administration and performance of the server and network infrastructure, including the Microsoft 365 tenant.
- Maintain backups of all system settings, files and databases. To follow procedures and, along with the IT Manager, ensure that these backups are stored securely on and off site. Also test the backed-up data with regular restores to ensure the data is good and useable.
- Troubleshoot server and network issues promptly and effectively to ensure that the communication systems (including VOIP systems) are functioning and can effectively support the operational activities at both school sites.
- Work with the IT Manager to purchase all hardware and consumables and advise on future purchasing needs and requirements.
- Contribute to the IT development plan in terms of sympathising with the teaching, learning and operating requirements of the system and network. Then advising on the impact and effectiveness of different technological tools.
- Participate in the wider training of all staff as and when necessary.
- Work with the IT Manager to maintain the accuracy and security of the asset register by ensuring that procedures for security tagging, retiring old hardware and bringing on stream new hardware are robust and effective.
- Act as a member of the frontline support team at both school sites on a rota basis. Diagnosing and rectifying IT faults effectively and speedily reported by end users paying special attention to the core business purpose of teaching and learning.
- Complete reports and system tests as required.

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- Manage the addition and maintenance of the school's databases and, where necessary customize database structures and functionality.
- Manage and develop the functioning of all the commercial and bespoke SQL services.
- Manage the addition and maintenance of the school's databases and, where necessary customize database structures and functionality.
- Troubleshoot and solve problems regarding the performance of the database and act as the principal support contact with the MIS provider.
- Ensure that all equipment and software is securely stored and that all other aspects of IT security such as passwords, are managed responsibly.
- Test software and hardware installations effectively to ensure that they are fit for purpose.
- Work closely with all colleagues to understand their needs and to implement solutions in a timely, communicative and well-organized way.
- Ensure that the network equipment is secure.
- Maintain the Schools Network & WAN connections.
- Work with the IT Manager maintain the Firewall and Network Switches administration WI-FI and Wired Switching.
- Attend necessary training courses as determined and agreed by the ICT Manager.
- Ensure that disaster recovery procedures are robust have been proven to work.
- Work with the Deputy Head (Academic) and different members of staff (Heads of Department & Heads of Year) to produce the Statistical Analysis Reports they require, to compare internal attainment and attitude grades.
- Working with the IT Manager to maintain the necessary network documentation such as topological diagrams, security and backup policies and use policies.
- To manage software updates and installs across the network and working with the IT Manager ensure that licenses are up to date and managed effectively.
- Oversee the secure storage of all network software, passwords and licence keys.
- Work 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.
- To contribute when required to other aspects of IT such as the running of the school website and management information system.
- Attend meetings when required to do so to ensure the smooth running of the network and advise on networking and hardware provision for new building projects.
- Remain proficient and aware of current technologies and developments in IT and hence to attend as and when required relevant professional development courses.
- Work with the IT Manager in development projects and developing/customizing elements of the IT systems.
- Work with the IT Manager to carry out system restores and simulating disaster recovery scenarios.
- To have a strong empathy with the organizational objectives of FC and FCPS.
- Work with the ICT Manager to support managers and other stakeholders to develop the capabilities of the system to meet their needs.
- Display good communication skills and work with people at all levels of the organization at FC and FCPS in order to deliver improved organizational performance.
- To show a flexible approach to work and be able to prioritize tasks in keeping with the business needs of the organizational to prioritize and execute tasks in a high-pressure environment.

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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 or 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

A-levels or equivalent	**E**
Microsoft Technical Certification or equivalent proven experience	**E**
Educated to Degree level	**D**
MCSE, MCSA	**D**
CompTIA A+ N+ and S+	**D**

PROFESSIONAL COMPETENCIES AND SKILLS

Strong administrative skills	**E**
Ability to multi-task	**E**
Attention to detail	**E**
Excellent communication skills; both verbal and written	**E**
Ability to use initiative	**E**

PROFESSIONAL EXPERIENCE

At least 3 years' experience working as part of a team in an IT environment	**E**
Experience of managing, maintaining and developing wired/wireless networks infrastructure and a Windows Server environment	**E**
Knowledge of current Windows Server Hyper-V environment, including Windows Server 2019, 2022 Active Directory, SQL 2008/2014 and Exchange 2019	**E**
Experience in configuring and managing switches, Firewall and web filter	**E**
Excellent problem solving and resolution abilities on a wide range of software, hardware and network issues	**E**

Person Specification

E = Essential • D = Desirable

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PROFESSIONAL EXPERIENCE

Management of server environments, Hyper V, M365, Azure, Teams, Sharepoint, Active Directory, WiFI, TCP/IP Networks, switching, firewalls	**E**
Software development experience using C#, Powershell and T-SQL	**E**
Knowledge of Cyber Security protections measures and tools	**E**

PERSONAL ATTRIBUTES

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

SAFEGUARDING CHILDREN

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

Person Specification

E = Essential • D = Desirable

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VALUES

Passion and belief in the transformational benefits of the College's aims and vision	**E**
A clear commitment to delivering best practice in safeguarding	**E**
Values and promotes diversity and inclusion	**E**

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.