

Saint Nicholas School

small enough to care, large enough to inspire



ICT Manager

Candidate Information

Dear Candidate,

Thank you for your interest in the position of ICT Manager at Saint Nicholas School. 'Saint Nicks', as it is affectionately known, is a very special environment and one that I am exceptionally proud to be Headmaster of. As a school, we never stop driving forward, developing and changing so all our pupils receive a rich, engaging and challenging education that inspires them.

The successful candidate will be joining the team, at what is a very exciting period in the school's history. The school continues to benefit from strong pupil numbers and the recent opening of our Rocking Horse Nursery, which is already over-subscribed, is a marker of the school's ambitions to remain a thriving, forward-thinking, and family orientated school, that provides an exceptional education from 3 months to 16 years.

I welcome applications from ambitious, dedicated individuals and look forward to receiving your application.



Terence Ayres
Headmaster



A LONG TRADITION OF SUCCESS

Saint Nicholas School is an independent, co-educational day school in Old Harlow, Essex. With a long tradition of success, it educates over 475 children aged between 3 months and 16 years.

Since 1939 we have given children an exceptional education. Our philosophy is based upon a commitment to sound moral principles and a view of education as an all-round preparation for life. Academic work is given strong emphasis and, equally, sound guidance in personal development is seen as an integral part of a good education.

OUR PHILOSOPHY

Small enough to care, large enough to inspire.

We emphasise traditional values such as responsibility, honesty and respect for learning. Our teachers are highly

committed and work in partnership with our pupils and parents to ensure the highest standards of behaviour and academic achievement.

We believe that children learn best when they feel happy and secure and we aim to develop in our pupils a lifelong interest in learning. Visitors to the School are impressed by the friendly, positive attitude of the pupils and their energetic sense of purpose.

Our pupils enjoy a vibrant all round education that is stimulating, challenging and exciting. The curriculum is enriched by a wide range of extra-curricular clubs and activities including regular sports fixtures, drama activities and musical events that enables individual talent to be discovered and nurtured. We encourage pupils to discover their individual sphere of excellence and thus be challenged and inspired, developing their confidence and independence.

GROUNDS AND FACILITIES

With over 16 acres of land, our pupils have lots of outdoor space to enjoy. Lower, middle and upper school pupils are each housed in their own area, within close proximity of each other enabling good access to shared facilities.

The School is equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, lower, middle and upper school libraries and a theatre. Sports facilities include extensive playing fields, tennis courts, heated swimming pool and a magnificent sports hall.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website

<https://www.saintnichlasschool.net/>



'A good, friendly atmosphere which creates confidence and a sense of wellbeing in the children.' - Parent

SCHOOL AIMS

The School aims to:

- Enable pupils to acquire the knowledge, wisdom and self-discipline appropriate for further education, employment and adult life.
 - Ensure that all pupils have the opportunity to develop their intellectual, physical and creative gifts, across a broad and balanced curriculum.
 - Provide a range of extra-curricular opportunities at lunchtime and after school.
 - Promote the personal development of pupils, encouraging lively and enquiring minds, respect for themselves and others and a high regard for truth.
 - Promote self confidence, integrity, social responsibility and awareness in pupils.
 - Generate a happy atmosphere and offer support to all members of the school community.
- Encourage pupils to show respect and active concern for their school surroundings and for the wider environment.
 - Encourage pupils to be aware of the needs of the community beyond the School and to give service.
 - Provide the stability and security of continuous education on one site, spanning the age range from 3 months in our nursery to 16 years.
 - Provide a stable environment in which every pupil can achieve the highest standards in all aspects of school life in preparation for the challenges of the future.

ORGANISATION

The School is a registered charity, managed by the Board and the Head.

The Board is committed and focused. It is fully supportive of the school, with many members having attended the School as pupils themselves.

The School benefits from an inclusive and supportive Senior Leadership Team.



ABOUT THE ROLE

ICT Manager

Required December 2024

Permanent, 40 hours per week, all year round

The position

Saint Nicholas School is seeking an experienced and knowledgeable ICT Manager on a permanent contract for a December 2024 start. Reporting to the Bursar, the post holder will be responsible for the efficient and effective operation and planning of IT infrastructure across the school site, while providing hands-on IT support to staff and pupils across the school. This is an exciting opportunity for an innovative and committed individual to provide the best use of IT to meet current and future initiatives and developments in an ambitious and high-performing school, where pupils are at the heart of everything we do.

The successful applicant

The successful candidate will have previous experience and a successful track record within IT. An extensive knowledge of a range of technologies including PC hardware (desktop and laptop), Audio/Visual, associated peripherals, operating Systems and general software is required with a solid understanding of client/server networks, particularly Microsoft Server-based infrastructures. Previous experience in an educational setting would be an advantage. We also value personal skills and attributes including excellent communications and organisational skills, self-motivation, and attention to detail.

The role is permanent, all year round, 40 hours per week including lunch break, 8am to 5pm Monday to Friday. Annual salary for the position is £47,376 (NA44).

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension, occupational health scheme, great career opportunities and free lunches (during term time).

Application process

Closing date for applications – 9am on Monday 11th November 2024

Interviews to be held shortly after the closing date. Early application advised as we reserve the right to early appointment and will process applications on receipt.

All applications must be made on our official application form, which can be downloaded from the school's vacancies page: <https://www.saintnicholasschool.net/our-community/vacancies>

Please return your completed application to Davina Marshall, HR Manager at d.marshall@saintnicholasschool.net



'My children can't wait to come to school in the morning! They love their lessons and talk enthusiastically about what they have learnt during the day.' – Parent

KEY RESPONSIBILITIES

The IT Manager will oversee the efficient and effective operation and planning of IT infrastructure across the school site, while providing hands-on IT support to staff and pupils across the school. You will be responsible for all IT hardware and software, servers, printers, storage management, security, disaster recovery/business continuity. You will provide the project management skills to allow for strategic planning in the best use of IT to meet current and future initiatives and developments of the school.

The IT Manager will need to ensure that a high-quality IT provision is available between the hours of 8 am – 5.00pm.

This list is not exhaustive and you may be

required to undertake other responsibilities and training as requested by your line manager. Key responsibilities include:

- Supervisory responsibilities for IT apprentice/s
- Act as Data Protection Officer for the school, informing on data protection obligations and act as a point of contact for data subjects and the Information Commissioner's Office
- Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the School's IT and AV hardware, software and network infrastructure including:
 - Servers
 - Wired and wireless network devices



- Network security
 - System performance
 - Network infrastructure (DHCP, DNS, Switch Management)
 - Management Information Systems - ENGAGE/CPOMS
 - Workstations and mobile devices
 - Software, local and cloud-based
 - Ethernet cabling
 - Printers
 - Interactive Smart Boards
 - Email system
 - Website administration
 - CCTV
 - Telephony
 - AV equipment
- To work closely with SLT to promote and advance the level of IT throughout the school by creating an IT Training Policy to consider the provision of training sessions in the use of both hardware and software, for staff (both formal and ad-hoc); to provide some classroom support for pupils by the creation of (or assisting in the creation of) training materials as appropriate; and by the provision of technical support in the use of IT in the classroom to meet curriculum priorities and administration needs.
 - Responsible for the creation, configuration, administration, and management of network systems (user accounts, IDs, passwords, menu systems, etc) to meet school needs.
 - Review and backup system to ensure against loss of data through error, abuse, cyber-attack, malfunction, or disaster.
 - Ensure the efficient running of all servers, computers, and peripherals.
 - Resolve IT problems reported by staff, referring to external support organisations where necessary and keeping staff informed of progress with solutions through the Helpdesk Management System.
 - Act as point of contact regarding all technical issues with manufacturers, suppliers, ISP and external support organisations.
 - Responsible for pricing and procurement of ICT devices, software, repairs and contracts, including sourcing best pricing from suppliers and completing order forms as appropriate.
 - Support the administration team in the upkeep of Management Information Systems, offering guidance and assisting with data management
 - Ensure that IT equipment and workstations meet the requirements of health and safety legislation and are maintained in a secure, clean, and safe manner.
 - Liaise with Estate site staff to coordinate any new electrical wiring, benching or physical installations.
 - Maintain all necessary records and documentation including network maps and inventories and details of licences, warranties and equipment checks as necessary.
- Attend meetings and offer guidance on technical issues to staff.
- MAIN DUTIES**
- Desktop and Application support**
- Perform a wide range of hardware repairs and upgrades.
 - Detect, diagnose and resolve most PC, printer and peripheral device faults.
 - Follow instructions to install and upgrade client and server applications.
 - Identify and install essential software patches.
 - Identify application compatibility issues.
- Server and Network Support**
- Manage active network components including switches, wireless access points and controllers, routers and bridges.
 - Install software on server,

troubleshooting installation.

- Maintain hardware and software on servers.
- Set disc space and printer quotas.
- Create and manage access rights for network shares.
- Monitor system logs.
- Manage remote access to the school's network.

Health & Safety

- Assist in maintaining the highest standards of H&S throughout the School site, especially with regards to Fire Safety and Safeguarding.
- To plan for and implement (as necessary) appropriate Emergency and Business Continuity Plans.
- To lead on the production of risk assessments for areas of responsibility.
- Advise other staff of health and safety aspects of proposed developments.
- Arrange for the collection and/ secure disposal of old equipment.

Configuration and Installation

- Assist in creating and implementing a structured approach to rolling out new hardware or software, including procurement, testing, and assessing the needs for user training.
- Manage collection of, appropriate access to, and storage of relevant data.
- Plan and implement installation of PC's, printers, interactive whiteboards, other network and IT devices.

Continuity, Maintenance & Security

- Develop a maintenance schedule.
- Maintain an up-to-date inventory of hardware and of software licences and identify end-of-life technology.
- Identify failing systems and suggest solutions.
- Responsible for continuing development of backup/anti-virus policies.
- Ensure school policy on staff and pupil access to data and files is implemented.



Support Request Management

- Interpret detailed diagnostic information.
- Prioritise resolution and determine whether external support is required.
- Monitor and Manage server logs and use them to inform developments/support.
- Produce reports from the support log to provide basic management information on the volume and nature of requests.

Strategy & Planning

- Have an overall view of the capabilities of the school's IT service and in conjunction with the Bursar contribute to continuous improvements to meet

future needs.

- Plan with the Bursar for major developments of the IT service and manage their implementation.
- Develop clear policies on a range of IT technologies and solutions.

General

- Effectively communicate (verbally and in writing) technical information at an appropriate level, and in a suitable style, having assessed the audience.
- To ensure compliance and actively promote Health & Safety at Work legislation.
- Document current Policies and Practice.

- To take responsibility for continuing personal and professional development and to keep abreast of all relevant legislation and technology to facilitate all aspects of the post.
- Fluency in English.
- To take a proactive approach toward the school's 'Best Value' ethos and ensure compliance with appropriate legislation and school policies.
- To contribute to organisational effectiveness through positive team working
- To act as an ambassador for the school
- To participate in staff training,

organisation/team meetings and events, as required.

- To comply with the organisation's health and safety, confidentiality, data protection and other policies.

KEY QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Educated to degree level or equivalent experience that demonstrates ability

Technical Skills

- Windows Server up to 2016
- Windows 7/10/11
- Active Directory, Group Policy
- Azure Active Directory
- Exchange, Office 365
- Hyper-V
- Barracuda and Zone Director Firewalls
- DNS, DHCP, TCP/IP
- Synology Backup
- Endpoint Manager
- Apple Devices / Mac OS
- Hardware maintenance & builds
- DJI Drone Pilot (Desirable)

General

- Excellent written and verbal communication skills, with a high level of attention to detail
- Strong organisational and project management skills, with the ability to manage multiple tasks and priorities effectively
- Ability to work independently and as part of a team, with excellent interpersonal and collaborative skills
- A strong work ethic and willingness to take on a range of responsibilities as required

Personal Attributes

- A passion for IT and new and

emerging technologies, with a keen interest in the education sector

- A positive and proactive attitude, with a willingness to take on new challenges and learn new skills
- High levels of energy, drive and enthusiasm, with a commitment to achieving results
- Excellent interpersonal skills, with the ability to build and maintain strong relationships with internal and external stakeholders
- Flexibility and adaptability, with the ability to work under pressure and to tight deadlines
- A commitment to continuous improvement and a desire to develop new skills and knowledge
- Collaborative team player
- Positive, hardworking, and flexible
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where

appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.

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www.saintnicholasschool.net

