

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



IT Team Manager

Full Time (36 hrs per week, full year)

To Start ASAP

Application Deadline:

09:30hrs 28th February 2019

Belonging Education Determination Excellence Service



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018
Attainment 8	54.9	57.4
Progress 8	+0.48	+0.68
EBACC	43%	49%
EBACC entered	74%	77%
4/C+ English	84%	86%
4/C +Maths	89%	88%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017

IT Technical Team at St Bede's

The IT Technical Team at St Bede's, is responsible for maintaining and developing a complex network infrastructure, consisting of

- The server and storage platform hosting in excess of 20 virtual servers, running Microsoft Server 2012 in an Active Directory environment. This system is responsible for managing the 2000 users, and 500 networked windows PCs and laptops.
- The school manages several internet facing servers for a range of purposes. There is a primary internet connection of 300Mbps and a slower backup line. Attached to these is a filtering device which supports the online safeguarding of students alongside classroom management software.
- The wired network infrastructure consisting of HP switches: both server and distribution switches are connected directly to the core switch through fibre and cat5 cable to provide network coverage across all the school buildings.
- The wireless network infrastructure is supported from the wired network and comprises a number of cloud managed Aerohive AP230 access points, to provide site-wide WiFi availability.
- 4 network-managed mac suites, which run Adobe Creative Cloud software, together with LogicPro and native macOS software, necessary for delivering the Creative Arts and Music Technology curriculum
- 10 Chromebook Trolleys each containing 32 chromebooks, which form the backbone of our curriculum provision through the use of Google G Suite. All staff and students have G suite accounts used for communication, collaboration, work management and access to educational resources.
- Print services are provided via a suite of Toshiba MFPs, controlled by Papercut, print management software
- The IT technical team take an active role in supporting school staff and students in all areas of learning, teaching and administration.



Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and applied by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose:

To oversee the school's information and communications (IT) infrastructure, and technical operations in order to provide an outstanding education. The role focuses on both classroom and business systems and services. IT is aimed at driving efficiency through the strategic use of IT, including the development, management and operation of the school's approved systems.

Key deliverables include:

- To take a lead role in technical support for all IT Users and the strategic development of IT within the School, ensuring that a safe, effective IT resource for use by pupils and staff is delivered.
- To maintain an overall view of the capabilities of the school's IT service and contribute to network, software, website and equipment.
- To support IT development in the classrooms and throughout the school, ensuring that all staff are confident in the liability and use of IT.
- To maintain IT hardware, software, systems and consumables.
- To ensure that the school meets legal and contractual obligations relating to IT resources, systems, services and usage.
- Maintain relevant IT policies and guidelines, ensuring that all IT users follow appropriate practice.
- To analyse risks to key IT systems and agree priorities; maintain and regularly review contingency plans for whole-school IT systems and agree priorities; maintain and regularly review contingency plans for whole-school IT systems and for technical support.
- Liaise with external bodies, IT advisers, contractors and service providers in the provision of an effective and efficient IT service.
- To lead the IT team to provide technical support and assistance and assist senior colleagues with their duties.

Contract

The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Regulation and Technical

Grade: 9 (current salary range £33,332 to £38,312)

Responsible to: Head of School - Academic

Line Management Responsibility

- **IT Team**

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information / responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Planning & Organising

- 1.1. Deliver projects and /or audits within a defined area of work as directed to inut to relevant strategies and contribute to the delivery of the school's objectives.
- 1.2. Contribute to strategic planning, management and support for the use of IT in learning, teaching and administration across the whole school including the implementation of appropriate policies, compliance and training.
 - Day to day management of major IT projects across the school
 - Network Management (hardware, configuration and monitoring)
 - The development of and IT strategy which identifies the future direction of the use of technology within the school, including solutions and opportunities to improve teaching and learning, and business performance
- 1.3. Control and manage IT projects

2. Policy and Compliance

- 2.1. Input as required to the development of strategies and policies
- 2.2. Provide guidance and support to stakeholders as required to ensure policy and specification compliance.
 - Day to day responsibility for policies and procedures including reviews of security and relevant compliance
 - Oversight and direct involvement in the monitoring and audit of a wide range of IT services and functions (including Child Protection / e-safety, resource usage and technical systems
 - Ensure compliance with relevant legislation including but not limited to the Computer Misuse Act and the Data Protection Act

3. People & Partnerships

- 3.1. Deliver high quality technical advice / services engaging a range of stakeholders.
 - Provide technical management and support for all approved software packages and infrastructure
 - School publications support
- 3.2. Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and / or contractors to engage and consult on plans

or projects as appropriate

- Training – Teachers, Support and Administration

3.3. Manage the IT team to deliver standardised processes and ensure staff are appropriately supervised, managed and trained

- Lead, the IT team in; delivering whole school IT developments; providing helpdesk to support students and staff

- Provide training to the IT team aimed at keeping up to date with developments and improving skills.

4. Finance & Resource Management

4.1. Ensure that work and projects are delivered within agreed resources and assist with budget / resource management in accordance with organisational policies and procedures

-Specification, negotiation and procurement of IT hardware, software and systems.

-Oversight of the management of school owned technical assets

4.2. Delegated responsibility for Budget.

- Day to day management of IT budgets (under the direction of Line Manager) achieving value for money

5. Analysis, Reporting & Documentation

5.1. Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.

6. Duties for all

6.1. Values: To uphold the values and behaviours of St Bede's School.

6.2. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

6.3. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.

6.4. To have regard to and comply with safeguarding policy and procedure as appropriate.

7. Additional Requirements

7.1. Carry out any other task which might reasonably be required.

Person Specification

	Essential	Desirable
Christian Commitment	Able to support the aims and mission of an ecumenical Christian school	Personally committed Christian, member of any denomination served by the school.
Educational	Relevant subjects studied to A' Level or BTEC	Relevant technical accreditation
Experience	<p>Knowledge and understanding of legal and moral frameworks relating to IT in an educational context</p> <p>Understanding and knowledge of LAN management (in enterprise/business environment) including experience in</p> <ul style="list-style-type: none"> • Managing MS Active Directory, including users and group policies • G Suite for Education, and its use in the classroom • Managing switches including VLAN configuration • PC imaging, DNS, DHCP, updates, anti-virus etc • synchronisation of user provisioning <p>Project management for planning and implementing new systems or infrastructure changes.</p> <p>Experience of analysing log files</p> <p>Experience of using a CMS for website management including an understanding of website structure and design (HTML not necessary)</p> <p>Knowledge of iMacs for creative/media use Knowledge of LAN monitoring and support systems</p> <p>Experience in managing significant budgets</p>	<p>Experience in IT Support in school setting</p> <p>Experience of LAN printing system, preferably with MFD support</p> <p>Other productivity tools and/or Adobe CC may be helpful</p> <p>Knowledge/experience of Aerohive systems (WiFi management)</p> <p>Experience in Powershell scripting (HTML not necessarily required)</p> <p>Experience of managing iMacs in Windows environment.</p> <p>Experience of managing Android devices in G Suite environment</p> <p>Familiarity with technical aspects of GDPR processes</p> <p>Experience of managing IP phone system</p>

	<p>Must be well organised</p> <p>Must be well presented</p> <p>Organisation skills, in relation to systems, users and equipment</p> <p>Ability to work under pressure while maintaining a positive, professional attitude, whilst retaining a sense of humour</p> <p>Ability to work as part of a team whilst also leading that team</p> <p>Ability to organise and prioritise workload and work on own initiative</p> <p>Ability to take accurate messages, follow up where necessary</p> <p>Ability to communicate effectively with staff, students, and agencies/ statutory bodies etc and maintain good working relationships</p> <p>Ability to accurately input information on a database</p> <p>Flexible and willing to contribute to the success of the team</p> <p>Ability to delegate tasks appropriately within the team</p> <p>Experience of using, setting up, maintaining and developing systems</p> <p>Problem solving</p> <p>Attention to detail in communication and planning</p>	
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How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

HR Team
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 28th February 2019

We hope to hold interviews on 6th March 2019.

We look forward to hearing from you.



Our data protection policy for job applicants is available at:

<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".