



## BIRKENHEAD SCHOOL

### Information for candidates applying for the role of IT and Network Manager

Required for July / August 2018

#### THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral as well as Chester, Liverpool and North Wales. There are currently some 49 children in the Nursery & Pre-Prep (ages 3 months to 3), 346 pupils in the Prep (ages 3-11) and 405 pupils in Years 7 to 13. The School has been fully co-educational since September 2008, offering the choice of an independent education to all local children with ability. Across the School 38% of pupils are girls. The School attracts pupils in competition with several well-established state grammar schools on the Wirral.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a 'village green' atmosphere, with classrooms and laboratories looking out over the lacrosse and cricket pitches. Recent capital developments have included a new games pavilion, six new classrooms for Prep, a major refurbishment of both the Sixth Form Centre and the School Hall's performance space and a new artificial sports pitch. There are ongoing and substantial investments in IT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

The School is in a strong position financially, with no debt. We are fortunate to have financial support from our Foundation Trust, and we are well supported by the Old Birkenian Society and by the Parents' Association.

#### SCHOOL ORGANISATION

The School comprises Nursery, Prep and Seniors and integrates their objectives and activities within a whole school concept. The Headmaster chairs the School's Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar. This group normally attends the Board meetings.

The School employs 80 teachers and over 90 other staff covering roles in Early Years, Estates, Administration, Catering. It occasionally employs temporary staff – primarily to support the provision of holiday courses ("Star Activities") as well as some staff cover.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006 and the decision to become fully co-educational in 2008. It is very attractive to parents to have all their children in one school and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to coeducation reinforced this and at present, 195 families have more than one child in the School and 28 have three or four children here.

#### SENIORS

405 PUPILS  
AGED 11-18  
270 BOYS / 135 GIRLS

#### PREP

372 PUPILS  
AGED 3-11  
207 BOYS / 165 GIRLS

#### NURSERY

53 CHILDREN  
AGED 3 MONTHS – 3 YEARS  
20 BOYS / 33 GIRLS



## BIRKENHEAD SCHOOL

### IT AND NETWORK

The School currently hosts its own central server system with RM's CC4 architecture but increasingly combines this with cloud-based applications and storage – Office 365, Firefly and Schoolbase (MIS), for example. It has substantial licence expenditure on Microsoft Office, Firefly, Schoolbase (Furlong) and PASS (WCBS – Finance System).

It has a network supported by a resilient optical fibre circuit with plenty of capacity for a multitude of uses, and supporting extensive Wi-fi provision. The School currently has over 400 desktop computers (in offices, for teachers in classrooms alongside interactive whiteboards and with facilities for pupils / students). IT operates a “Bring Your Own Device” (BYOD) scheme for Seniors’ students and a bank of I pads for use in the Juniors and in recording progress in the Early Years Department. It is actively exploring the replacement of desktop computers with portable devices for teachers which connect in each classroom.

The School has an extensive telephone network based on LG / Digitel hardware and requiring modernisation, most likely involving VOIP solutions.

### THE ROLE OF IT AND NETWORK MANAGER

The IT and Network Manager will have the experience of a senior technician and the willingness to perform elements of that role while maintaining the overview of a manager able to support all stakeholders and advise/implement necessary solutions. Supported by an IT Technician, the person will be responsible for:

- Designing, implementing and supporting PC, Server, Telephone and Network technologies
- Advising Senior Leaders on the benefits and disadvantages of potential developments
- Managing IT Support and a Helpdesk function
- Designing/Procuring and implementing IT security technologies with a view to business continuity, safeguarding of children and providing appropriate data protection principles.
- Managing and delivering IT Projects on time and within budget.
- Liaising with, and managing 3<sup>rd</sup> party suppliers
- Ensuring “failsafe” back-up system in operation to guarantee a high level of business continuity

The role’s line manager is the Bursar but effective working relationships are required directly with staff across the School.

#### Duties and Responsibilities

The duties and responsibilities below are indicative of the role. As circumstances change, the post holder will be expected to become involved in a wide range of work in line with their role, skills and experience.



# BIRKENHEAD SCHOOL

## Main Responsibilities

### Network

- Maintenance of a Network fit for the School's purpose s- primarily education, but also administrative, communications and marketing
- Review and maintain the balance between local provision and cloud provision / remote support
- To ensure sufficient wireless links to facilitate educational use at all relevant site locations
- Advice / Assistance to all users with logging in across devices and range of operating systems
- Perform / Oversee user administration and access – recruitment / deletion / checks
- To keep the network architecture reviewed for scheduled replacement / upgrade
- Maintaining an effective telephone network across the School, reviewing its functionality periodically

### Hardware

- Ensuring efficient and effective commissioning and updating of School PCs / Lap-tops / Tablet devices as well as some triage diagnosis of pupils' devices
- Providing necessary support and advice to ensure the "Bring Your Own Device" approach proves effective
- Informing policy, and overseeing practice on data security while allowing appropriate access to staff
- Ensuring effective wi-fi provision and parameters for staff, students and visitors
- Maintaining a robust and resilient server provision

### Software / Applications

- To select appropriate software to support the School's functions effectively, advising those with specific areas of responsibility on the implications of different software choices
- Monitor the usability of applications to minimise interference between system elements
- To facilitate appropriate access to software / applications and their content

### Information Security

- To maintain an awareness of data protection principles and ensure that the IT systems both comply themselves and facilitate other elements (e.g. subject access requests)
- To procure and implement solutions facilitating safeguarding – including monitoring appropriate network use
- To remain aware of Cyber-Security issues and options for necessary protection to include Gateway / Firewall / Virus and Malware Protection / Phishing

### Management

- Implementing IT projects or assisting the IT-related elements in other projects
- To guide the School's IT technician and prioritise work between you, providing "Helpdesk" support
- Maintaining own training while facilitating others with practical training/awareness
- To work to form and follow both capital and revenue budgets
- To manage the IT assets of the School including anticipating replacement/upgrade needs
- To provide occasional presentations / reports / analytics on IT usage, issues and proposals



## BIRKENHEAD SCHOOL

### Qualifications and Experience

The successful person will have worked in a similar role previously and, although it is not essential to have worked in a school environment, a good understanding of the education sector will be a great asset. This will be a varied and busy position where each day will be different and require the demonstration of initiative and prioritisation, therefore you should anticipate enjoying the challenges that this may bring.

#### Qualifications

- Required - Degree level qualification in IT or similar technical content (e.g. Mathematics or Engineering)
- Desirable - Professional Management and/or Project Management qualification desirable
- Desirable – formal qualification provided by Microsoft or similar Network infrastructure provider

#### Skills and Experience

##### Essential:

- A minimum of five years' experience in managing current corporate network architectures including server virtualisation and Storage Area Networks
- A full understanding of networking technologies
- Understanding and practical knowledge of employment law and best practice in providing good quality advice to managers and employees on a wide range of HR issues
- Excellent all round ICT knowledge with experience of using management information database systems.
- Experience of prioritising workload
- The ability to maintain confidentiality (as well as sensitivity when required)
- An appreciation of basic data protection principles

##### Desirable:

- Experience of RM CC4 infrastructure, Office 365 and "Apple networking" – (or a vision of alternatives)
- Knowledge of multiple OS / Browser configurations to support BYOD log ins
- Experience of procuring and implementing a modern telephony system
- A knowledge and experience of implementing data protection policy and procedures

#### Personal attributes

- Well organised, task-orientated and able to co-ordinate a range of activities
- Self-motivation and a personal drive to complete tasks required to timescales and deadlines, using own initiative
- Professional approach, coupled with strong interpersonal skills
- The ability to persuade and achieve the co-operation of others to improve standards where necessary
- Have a flexible attitude to responsibilities and co-operative at all times
- A passion for working in an educational environment and how human resources plays a key role
- Must be committed to child protection and safeguarding
- The successful applicant must be willing to be flexible to assist with the rapidly changing work requirements and acknowledge that work occasionally runs past the normal hours of the working day
- It is desirable for the post holder to hold a valid driving licence for occasional travel to training venues



## BIRKENHEAD SCHOOL

### REMUNERATION & BENEFITS

#### Salary

The salary will be in the range of £35,000 to £40,000 per annum.

#### Hours

This is a permanent, full-time position. The normal working week will be 40 hours, with a lunch break included if taken on site. The post holder will be expected to demonstrate some flexibility as required to carry out the duties of the role.

#### Holiday

You will be entitled to 35 days' annual leave per year including public holidays (and the School's Christmas shutdown period), to be taken by agreement with the Bursar.

#### Pension

The School operates an auto-enrolment pension scheme.

#### Other Benefits

- Lunch is provided in the Dining Hall during term-time.
- Childcare voucher scheme.
- Children of staff enjoy a discount on School fees.

### APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Bursar via: [headmaster@birkenheadschool.co.uk](mailto:headmaster@birkenheadschool.co.uk)

Applications may also be sent by post to: **The Bursar (c/o Mrs D. Roberts),  
Birkenhead School, 58 Beresford Road,  
Oxton, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)

Candidates are welcome to contact the Bursar, Mr Mark Turner, ([bursar@birkenheadschool.co.uk](mailto:bursar@birkenheadschool.co.uk)) with any questions relating to the role.

As part of our responsibility to safeguard children, the role is subject to an enhanced Disclosure and Barring Service check which will be requested prior to appointment.

**The closing date for applications is 4pm on Friday 16<sup>th</sup> March 2018.**

**Half-day interviews for shortlisted candidates are likely to take place in the two week period following.**