



FRANCIS HOLLAND SCHOOL SLOANE SQUARE

IT Systems Administrator

Full time, permanent position



General Information

Francis Holland School Sloane Square is a highly sought-after, independent selective school for around 770 girls aged 4 to 18 (HMC and GSA). There are around 170 Juniors and 600 Seniors, including over 140 in a fast-growing Sixth Form. The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form has moved into a spacious and inspirational building called The Old School House, which forms a bridge with the local community and provides an exciting environment for young people to develop their entrepreneurial talents.

Pupils come from all parts of London with many of the Junior School pupils choosing to stay for the Senior School. Ours is a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide constant support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is offered to the pupils, and all staff contribute to this vibrant dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all girls develop an understanding of social enterprise, with many setting up their own business ventures. The School has several energetic partnerships, including a link school in Tanzania.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK. On leaving, after A Levels, girls proceed to a wide range of prestigious higher education courses, sometimes after a gap year.

The staffing ratio is generous, and the School has its own attractive salary scale. Interest free travel loans are available for new appointments.

IT SYSTEMS ADMINISTRATOR- KEY RESPONSIBILITIES:

Reports to: IT Systems Manager

Job Role:

- Support and maintain the school's server infrastructure, cloud services, and school network under the guidance of the IT Systems Manager
- Support and maintain all the school's end user devices using Microsoft Active Directory, InTune, AutoPilot, Group Policy and other third party products.
- To mentor and support the IT technician
- To work alongside the IT technician by supporting them on the IT helpdesk.
- To work alongside the IT technician by supporting them setup for events/assemblies as and when required.
- Support and maintain system backups.
- Provide support and maintenance services for current and future infrastructure not listed but including WiFi, phone system, networking and printing.
- To engage with school staff to develop the school's systems with the IT Systems Manager to support and enhance teaching and learning.
- Keep abreast of new technological developments in IT and present recommendations to the IT Systems Manager which would benefit the school.
- To work alongside the exams officer to help configure/setup devices and laptops in accordance with the exams policies and regulations of the organization.

Tasks & Responsibilities

- Perform daily system monitoring, verify the integrity and availability of all hardware,

server resources, systems and key processes, reviewing system and application logs ensuring all software updates/upgrades are identified and reported.

- Manage and administer Microsoft Office 365.
- Be involved in updating and maintaining the AV equipment within the organization under the guidance of the IT Systems Manager.
- Apply OS patches and upgrades according to a specified update schedule.
Configure/add new services as necessary.
- Perform daily back up operations, ensuring all required file systems and system data are backed up appropriately
- Manage antivirus software and update when required.
- Manage the firewall and update when required.
- Monitor and resolve system performance issues as they arise.
- Work with the IT team in providing 1st, 2nd and 3rd line support as and when required.
- Follow individual responsibilities as defined in the School's Health & Safety Policy.
- Promote and safeguard the welfare of children and young people, adhere to and ensure compliance with the School's child protection policy.
- Undertake any other appropriate task to provide an effective and efficient IT technical support function to the School.

General duties

- Follow individual responsibilities as defined in the School's Health & Safety Policy
- To promote and safeguard the welfare of children and young people, adhere to and ensure compliance with the school's child protection policy
- Support and promote the School's ethos, aims and objectives

Child protection, discipline, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact;
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Appraisal

- Participating in any arrangements that may be made for appraisal.

Further training and development

- Reviewing from time to time your methods and programme of work;
- Participating in arrangements for your professional development;
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role as may be necessary to fulfil the School's statutory or regulatory obligations.

Staff Meetings

- Participating in meetings at the School, which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements as appropriate.
- Participate in weekly IT Team meetings with the IT Manager and IT Technician.

Staff Handbook

- Further details of day-to-day duties for all staff are specified in the Staff Handbook.

Further Information

The Trust offers a Stakeholder Pension Scheme, with salary sacrifice, through Aviva. It has generous employer contribution levels (6% during probation with the option to increase to 13.5% after six months).

Our benefits package includes:

- Wellbeing Scheme
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- The Francis Holland Schools Rewards Hub offering a vast range of retail and entertainment discounts
- Enhanced Maternity Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support
- Approximately 20 fewer teaching days per year compared to the maintained sector
- Smaller class sizes compared to most maintained schools

Further information about the benefits package is available from hrpayroll@fhst.org.uk

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974.