

AMDG



Application Support Manager

STONYHURST

AN INTRODUCTION TO STONYHURST COLLEGE



Stonyhurst is a Catholic, Jesuit, HMC (Headmasters' and Headmistresses' Conference), independent boarding and day school for boys and girls from 3 to 18. At the College, there are almost 500 pupils aged 13-18, over two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent preparatory school, there are about 260 pupils aged 3-13. The College is in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is 4 miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously existing Jesuit school in the world. It was founded in St Omers, northern France, in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. The original quadrangle at the centre of the College is part of a 16th century mansion, donated to Stonyhurst at the beginning of the 19th century by Mr Thomas Weld of Lulworth. Throughout the years of religious persecution in England, Stonyhurst educated boys from Roman Catholic families. In 1996, Stonyhurst became fully coeducational, and today it educates boys and girls from Catholic families, and also those of other denominations.

The College's Jesuit mission and identity, and its sense of community, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can for other people following the example of Jesus Christ, 'the Man for others'.



THE DEPARTMENT

The Technical Services department is a busy department, responsible for the delivery and support of all IT, telecommunication, and access control services across the campus. There are in excess of 1000 fixed IT assets, along with a rapidly growing mobile provision. The campus boasts a site-wide wireless network, along with a modern, fast networking infrastructure.

Stonyhurst heavily relies upon cloud-based services, Microsoft Office 365 is embedded in its use for communication and collaboration, Firefly as the college VLE, and from September 2018 iSAMS as the Campus MIS.

The Technical Services Department is divided into two teams, reporting to the Director of Technical Services.

- The Technical Networking team is responsible for managing, maintain and developing all infrastructure, servers, and client PCs.
- The Application Support team is responsible for managing, developing, and training all key applications and services used across the campus, including; MIS (iSAMS), Office 365, FireFly, and Access Control.



KEY RESPONSIBILITIES

- Line manage Application Support team.
- Assist in the migration of data from the current MIS into iSAMS and support and promote the use of iSAMS by all staff, providing training as required.
- Manage key day to day functions within iSAMS (management of pastoral records, academic settings, co-curricular groups), along with annual processes (promotion, CENSUS, etc.)
- Responsible for the configuration and setup of the assessment system, including data tracking, creation of reports and data customisation.
- Develop the use of SQL and SSRS in order to manage the provision of data reporting services.
- Maintain a detailed working knowledge of all areas of iSAMS, together with its supporting systems and services.
- Manage access to all cloud systems for both internal and external stake holders (iSAMS, Office 365, FireFly, Portal, Hodder Education, Kerboodle), in line with school and GDPR policy.
- Manage and provide 1st and 2nd line support of applications within the department; inc. iSAMS, Office 365.
- Act as main point of contact within the department for queries and implementation of the General Data Protection Regulation (GDPR) as well as ensuring compliance with the current Data Protection Act.
- Undertake necessary data protection audits with key stakeholders across the Stonyhurst campus.
- Provide training to colleagues across the campus on all key applications iSAMS, Office 365, etc.



PERSON SPECIFICATION

The successful candidate will be dynamic, inspirational and forward-thinking with a high level of intelligence. They will also have strong communication skills and the ability to build good relationships. He/she will have a strong commitment to the College's mission and identity as set out in the College mission statement, and he/she is also likely to demonstrate all or most of the following:

- Strong technical expertise and understanding of SQL
- Knowledge of SSRS reporting using Business Intelligence Development Studio (BIDS)/ Visual Studio
- Knowledge and understanding of data systems in schools
- Experience with iSAMS or similar school MIS database
- Detailed working knowledge of relational databases
- Detailed working knowledge of Microsoft Office 365 administration and federation services
- Advanced Excel functionality
- Understanding of DPA and GDPR legislations
- Highly motivated and enthusiastic
- Experience of producing accurate data for reporting and assessment reports
- Excellent communication and interpersonal skills, including putting complex issues into basic English
- Ability to work independently and collaboratively
- Able to deal with pressurised situations in a calm manner



Terms of Appointment

The post-holder will be a member of the School's non-teaching support staff and will report to the Director of Technical Services.

This is a full time position within a busy boarding school. The hours are 37.5 per week, this includes occasional Saturdays and evenings during term-time. Post holders will be entitled to 30 days' annual leave including bank holidays.

The role carries a great deal of responsibility and the College is offering an excellent remuneration package. The starting salary will be between £30-35,000 depending upon experience and qualifications.

The notice period for the position is two months.

WHY COME TO STONYHURST?

The Stonyhurst estate is set amongst the rolling North Lancashire hills, within the Ribble Valley and on the edge of The Forest of Bowland, an Area of Outstanding Natural Beauty offers an excellent location for both home and work.

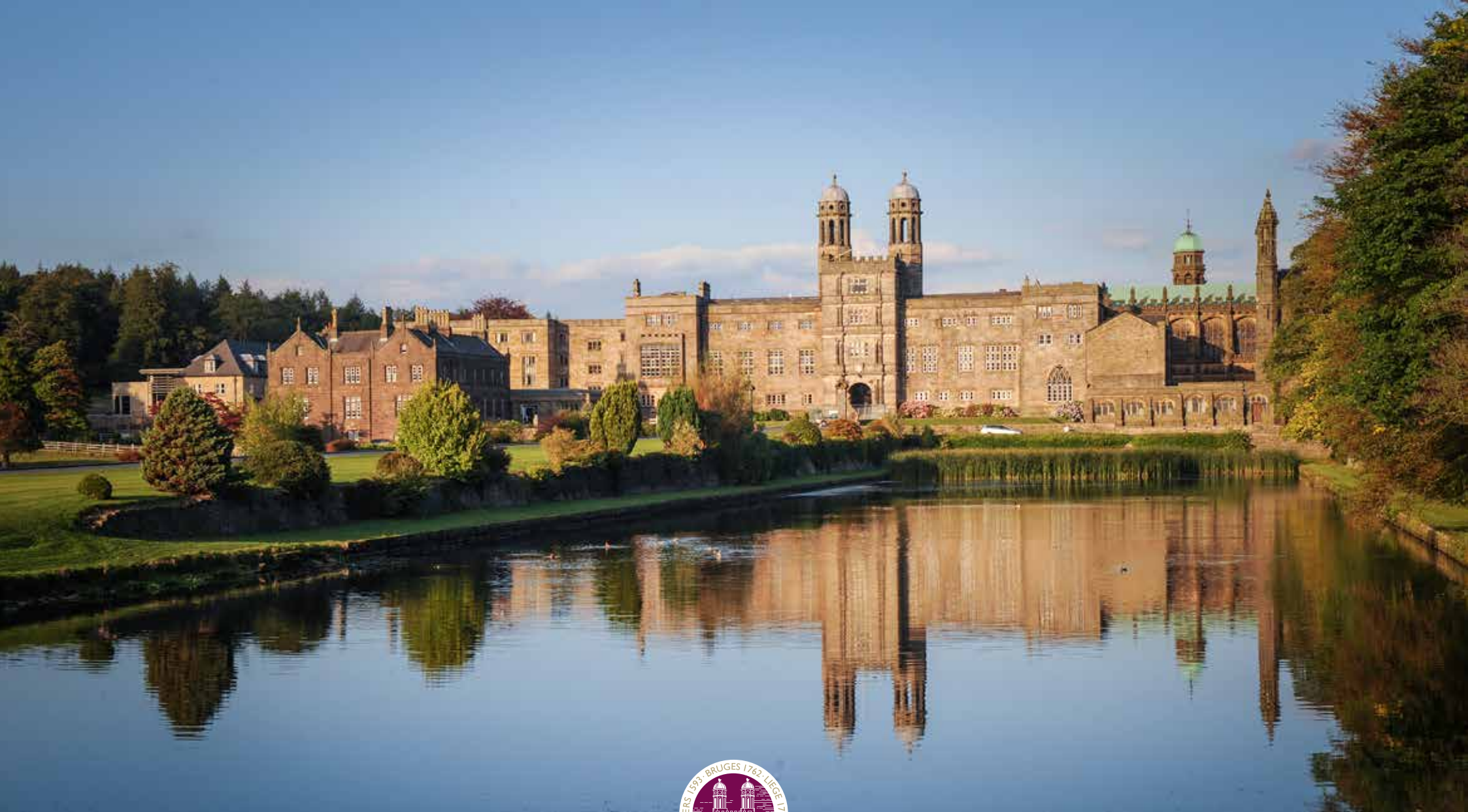
Located within close proximity to the bustling market town of Clitheroe with its many amenities, eateries and entertainment venues. The Ribble Valley is a foodie's heaven with many pubs offering gastro-style food, the majority purveying locally sourced food and drink. For those of a more active outlook, the area offers many picturesque routes for both walking and running, and the nearby Gisburn Forest offers some fantastic opportunities for the budding mountain biker.

Given its rural setting, transport links are surprisingly good, the nearest station located at Whalley (3 miles) provides a direct rail link to Manchester. London can be reached directly from Preston Station, located 14 miles to the west, with services provided by Virgin Trains West Coast. A local bus service links Hurst Green with Clitheroe and Longridge.



Terms and Conditions

- Salary £30-35k depending on experience and qualifications
- 30 days' holiday per year
- School fee discount
- Salary sacrifice schemes for pension provision, childcare vouchers and Cycle to Work
- Discounted membership to the health and fitness facilities (gym)
- Swimming pool access
- Meals on duty



STONYHURST

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