POST	IT SYSTEMS ENGINEER
RESPONSIBLE TO	IT & NETWORKS MANAGER
SALARY SCALE	This post is full year. The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for Support Staff Point 18: £32,259.
HOURS of WORK	37 hours per week to be worked between 7.30am-4.30pm Monday – Friday. Due to the nature of the role the post holder will need to work flexibly. Lieu time will be arranged for any additional hours worked.
START DATE	The post will commence as soon as possible

Applications from all faiths are welcomed

The College is seeking to appoint a well-qualified, high performing and enthusiastic individual to work effectively with the members of the IT Support Team in the management of the provision, replacement, and development of the College IT systems, ensuring the promotion of high quality teaching and learning and effective administrative functions.

IT DEPARTMENT AT NOTRE DAME
The College network currently supports over 1600 devices available to staff and students, primarily running Windows. There are several IT classrooms and suites including the main open access area containing over 100 PCs. In addition, all classrooms have interactive audio-visual equipment. These systems are in different buildings and on various floors across the campus. Many teaching departments have bespoke software packages relevant to the curriculum they teach. It is important therefore, that prompt technical assistance is available.

It is vitally important for the efficient running of the College that the post holder maintains an excellent record of attendance and punctuality, can work as a member of a team, is flexible and is able to work under their own initiative. A certain degree of flexibility is required as some out of hour working is necessary to upgrade IT systems, etc. to ensure no loss of working time for staff and students. Lieu time will be arranged for any additional hours worked.

Key Duties and Responsibilities:

- Provide helpdesk support to complete first line tasks during busy periods or to cover staff absence.
- Provide initial escalation support for systems related tickets.
- Communicate clearly with staff that report IT problems and request support via the helpdesk, email and verbally.
- Research and implement systems to increase the efficiency of IT fault response.

- Awareness of the goals and projects set out in the IT Digital Strategy, Road Map and department SAR and assist with the planning and implementation of related systems.
- Research and implement systems to reduce spending and achieve better value for money.
- Assist the with installation, maintenance and documentation of network infrastructure systems as required.
- Develop IT systems to improve security, efficiency, and functionality.
- Act as a point of contact for relevant IT support companies to resolve any issues with IT systems and services as required.
- Maintenance, monitoring and upgrading of College systems.
- Assist with inventory control ensuring IT related documentation is maintained and up to date.
- Advise staff and students on best practices of IT systems.

Other requirements of the role:
- Work flexibly as part of a team, assisting with any day-to-day duties required of the team as the need arises.
- Be aware of and adhere to all College policies and procedures.
- Be proactive to ensure the integrity and security of all college data, in relation to data retention, data loss, data confidentiality, GDPR, user account control etc.
- To keep up to date on IT issues through CPD, etc.
- Promote the College's commitment to safeguarding the welfare of students.
- Support the aims and objectives of the College and be committed to its ethos and mission.
- Take part in the College's appraisal and development scheme as appropriate.
- To be responsible for keeping appropriate records.
- The post holder will be expected to carry out any other duties that may reasonably be assigned by the principal and which corresponds to the general character of the post and are commensurate with its level of responsibility.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job description may be subject to revision depending on changing needs of the College, as well as the personal development needs of the post holder. Any changes will be discussed with the post-holder prior to implementation.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment
A = Application   I = Interview   T = Task   C = Certificate/s   R = Reference

ESSENTIAL CRITERIA	Method of Assessment
• Up-to-date knowledge and experience with LAN, VLAN and Wi-Fi technologies such as configuring port VLANs on switches.	A, I, R
• Experience of administering advanced features in Microsoft 365 such as Exchange mail forwarding rules.	A, I, R
• Advanced knowledge of Windows Server Administration Tools including Active Directory, Group Policy, DHCP and DNS.	A, I, R

• Experience of configuring PowerShell scripts to provide solutions for the administration of various systems and services.	A, I, R
• Recent experience of developing IT systems independently.	A, I, R
• Qualified to at least Level 3 or above	A, C
• Level 2 qualification in English and Maths (grade C or equivalent).	A, C
• High level of literacy and numeracy.	A, I, R
• Good interpersonal and communication skills, including explaining technical concepts.	A, I, R
• Good record of attendance and punctuality.	A, R
• Excellent problem solving and ICT support skills.	A, I, R, T
• Self-motivated and able to work on own initiative or as part of a team.	A, I, R
• Excellent organisational skills with the ability to work to tight deadlines.	A, I, R
• Enthusiasm for and interest in IT developments.	A, I, R
• The ability to work within the college policies, procedures and expectations.	A, I
• Approachable manner with a positive 'can do' attitude.	A, I, R
• Understanding of and commitment to Equal Opportunities.	A, I, R
• Knowledge of and commitment to Health and Safety procedures.	A, I, R
• Knowledge of and commitment to Data Protection procedures.	A, I, R
• Willingness to undertake relevant training under the College's appraisal scheme.	A, I
• Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory references and Disclosure and Barring Service application).	A, I, R
• Reliable, honest and trustworthy.	A, I, R

Desirable

• Appropriate IT qualification or relevant compensatory experience.	A, I, R, C
• Microsoft accredited qualification	A, I, C
• Experience of configuring and developing M365 Apps, SharePoint, Teams, Intune, Defender and Entra.	A, I, R
• Experience of configuring Hyper-V VMs and Hyper-V failover clusters.	A, I, R
• Knowledge of Hyper-V.	A, I, R,
• Knowledge of network monitoring systems such as Nagios and Zabbix.	A, I, R

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and *you should address each of these clearly in your application.***

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. The post is also subject to a satisfactory Social Media check. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: 9AM on Monday 19 February 2024.

It is intended that interviews will take place as soon as possible after the closing date.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2,300 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to support wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

What our staff say about Notre Dame Catholic Sixth Form College

"Being a new member of staff what I have enjoyed most about the environment is the diversity. Students from such a variety of backgrounds provided an opportunity within the classroom to gain different perspectives."
Teacher of Geography

"I have worked at Notre Dame for 15 years, as it is a college which puts the students at the front and centre of everything we do. As a community we are diverse and inclusive providing a space for students to discover themselves academically, socially and spiritually."
Enhancing Excellence Coordinator, Head of EPQ and Teacher of Biology

"A great community spirit! Staff and students work well to make a caring, positive environment."
Head of Geography

"There is a very friendly, supportive atmosphere at Notre Dame and as a member of staff I feel valued."
Teacher of Criminology and Senior Tutor

"I love the shared vision of helping students reach their potential not just intellectually, but emotionally and spiritually. It really does come through in what is valued here."
Teacher of Philosophy, Theology and Ethics