



CANDIDATE INFORMATION PACK

# SENIOR SYSTEMS ADMINISTRATOR

# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are seeking a Senior Systems Administrator to oversee the efficient operation of the school's ICT computing and telecommunications infrastructure. This role also involves supporting the effective and innovative use of ICT across both the curriculum and administrative functions of the school.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



**VICKY BINGHAM**  
**HEADMISTRESS**





# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2024, 70% of GCSEs were a grade 9, and a notable 89% of grades were 9/8. At A-Level our students achieved an impressive 46% A\* grades, 84% A\* - A and 96% A\* - B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41 in 2024, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# SENIOR SYSTEMS ADMINISTRATOR

## THE ROLE

The role of the Senior Systems Administrator is to ensure the effective functioning of the school's ICT computing and telecommunications operational infrastructure as well as undertaking general tasks to promote the effective and creative use of ICT across the curriculum and administration of the school.

## LINE MANAGER:

IT Services Director

## CONTRACT:

Full time, working all year round.

## HOURS OF WORK:

37.5 hours per week, working 8.00am – 4.30pm (with a one-hour break).

## ACTUAL SALARY:

£37,410 – £41,293 per annum depending on skills and experience.

## MAIN RESPONSIBILITIES

### ***Desktop, Application, Server, and Network Support***

- Responsible for a wide range of technical duties associated with the computer network, servers, desktop and tablet services, primarily in connection with existing infrastructure, and in planning and upgrading these installations, including unified print and copy management services, and AV hardware in line with the ICT strategy
- Monitor the performance of IT and AV hardware, software and cabling with a view to rectifying particular or recurring problems and providing reports to management
- Responsible for the continuous availability, maintenance and running of the installed software systems, servers and network architecture, hardware, and AV equipment
- Developing and administering the Network and Server Infrastructure including Active Directory and cloud services such as Office 365 and Azure
- Consulted in the deployment and use of software, and to ensure all software is licensed and supported sufficiently
- Daily monitoring and maintenance of multiple servers and network equipment, and respond to incidents and problems
- Be consulted for appropriate capacity management of the architecture
- Ensuring efficient running and maintenance of all network services including printers, wireless controllers, switches, routers, CCTV, access control, and telephones
- Evaluate, as required or requested, the performance of various items of hardware, determine their suitability for specific applications and prepare reports as necessary
- Responsible for ensuring backups are implemented, completed successfully, and business continuity planning is effectively maintained and tested
- Operating system deployment and upgrades on Windows, Mac, and mobile devices
- Ensuring security including patch management, anti-virus and software updates

- Ensuring users have access to appropriate information and software
- Budgeting, purchasing, repairs and liaising with suppliers
- Helping teaching and administrative staff with technical problems or developing ICT skills
- Promoting the efficient use of ICT through good practice and in liaison with the ICT teachers
- Promoting new software developments or applications to improve existing practice
- Ensuring accessibility of school-home communications on all media platforms
- Ensure the continuous availability, maintenance and running of all AV Equipment

### ***Systems, Application, Services Support***

- Administer and configure monitoring platforms to ensure optimal performance and alerting
- Be responsible for business continuity and disaster recovery planning and implementation
- Maintain a broad knowledge of state-of-the-art technology, equipment, and systems
- Liaise with third party suppliers in relation to fault diagnosis and rectification of ICT systems
- Monitor the performance of suppliers and contractors who offer support or delivery of ICT systems

### ***Continuity, Maintenance and Security***

- Responsible for producing up to date documentation of all systems, services and applications
- Keeping an accurate inventory of all network services
- Be responsible for Information security management
- Plan and implement system security policies, to include, host and client access, file permissions, and user accounts
- Understand the nature of inventory design for the purposes of security and insurance

*The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers*



# THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

## PERSON SPECIFICATION

**It is highly desirable that applicants have the following attributes**

### Education and Qualifications

Educated – to at least ‘O’ Level standard or equivalent with GCSE/O Level English & Maths grade C or above

Desirable technical qualifications (any one or more of the following): Microsoft, Networking (Cisco/CCNA), ITIL and Prince2

### Specialist Knowledge of:

- Modern network infrastructure devices including routers, managed switches, firewalls and filtering, VLANs, and Quality of Service (QoS), and current cabling standards
- Networking Windows and Apple Mac desktop and mobile systems, software and services
- Developing and maintaining Virtualisation technologies including VMWare
- Active Directory (AD), DNS, DHCP, Radius, and wireless technologies
- A wide range of mobile technology devices and services, including the implementation, integration and support of such modern technology
- Storage systems such as RAID (hardware and software) and Storage Area Networks (SANs)
- Current best practice, products, statutory, and regulatory requirements
- Maintaining user services such as web access, data storage and retrieval, email and various software
- IP CCTV systems implementation, integration and support
- IP Telephony (VOIP) systems, Video Conferencing hardware and software, including implementation, integration, and support
- Maintaining unified photocopying and print management services, hardware and software
- Wi-Fi technology systems and services, including authentication standards such as Radius

### Operational Awareness and Planning:

- A good understanding of the impact of the availability and quality of IT Services and support on the achievement of the school’s objectives
- Ability to effectively and efficiently organise time and resources to complete work accurately, thoroughly, and on time, detailing deliverables and tasks accordingly
- Aptitude to analyse and adjust work processes or methods to accommodate

### Management / Delegation:

- An ability to provide direction to others to enable achievement of objectives
- The ability to assign work to others and empower them to undertake tasks whilst maintaining accountability
- The ability to delegate tasks effectively to staff with whom you have no line management

### Teamwork / communication:

- An ability to communicate efficiently and confidently to staff, teachers, and students
- An ability to communicate and exercise appropriate influence with stakeholders across the school, including the ability to explain technical issues in an accessible manner
- An ability to identify and meet the needs of both internal and external stakeholders in order to deliver a high-quality service
- The ability to develop strong teams, and foster an environment of collaboration
- Detailed knowledge of both general and specific ICT health and safety issues relating to work, both for self and all potential users

### Problem solving:

- An ability to analyse issues, make informed judgments, spot trends, diagnose the root cause of problems, take appropriate actions and accept responsibility for results
- Ability to troubleshoot and diagnose complex systems, networks, application performance issues

### Personal Motivation:

- Ability and motivation to learn new technologies quickly
- A positive and helpful attitude towards work and colleagues
- Willingness to perform above and beyond normal expectation when necessary

### Flexibility:

- An ability to adapt successfully to changing circumstances, identify fresh approaches, and question traditional approaches and assumptions
- Be prepared to work unusual hours on occasions in cases of operational necessity

### Desirable Specialist Knowledge and experience of:

- The design and implementation of modern database systems and applications
- Schools based management information systems
- IT Service Management including incident, problems and change management
- Service desk management system such as FreshService
- Web technologies and services
- Schools based learning and library systems in a networked environment, such as FireFly
- Current best practice, products, statutory, and regulatory requirements, including General Data Protection, and Freedom of Information

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS, CONDITIONS & BENEFITS

## KEY DATES

### Closing date for applications:

Monday 14<sup>th</sup> April 2025 at 7.00am

### Interview Date:

Thursday 17<sup>th</sup> April 2025

**Start Date:** Required as soon as possible

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

## FLEXIBILITY

Where the job allows, full time staff can apply to work from home for up to 2 days per week. We also offer condensed working during the school holidays.

## EYE CARE SCHEME

NLCS contributes towards eye care costs.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

## FEE REMISSION

Staff are eligible for 60% fee remission for up to two daughters that meet the entrance criteria. The remission is pro-rated for part time staff.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



