



FRANCIS HOLLAND SCHOOL
REGENT'S PARK

IT Systems Manager

Full Time

Required ASAP

ABOUT THE SCHOOL

Francis Holland School, Regent's Park, was founded in 1878 by the Reverend Canon Francis Holland and is regarded today as one of London's most academically selective girls' independent day schools. The school is situated next to Regent's Park and has a reputation for its friendly, cohesive atmosphere.

Entry to the school is very competitive and pupils are selected via entrance examinations and interview at 11+ or Sixth Form. Girls achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. There are close links with our "sister" school at Francis Holland, Sloane Square, which was founded in 1881. The school offers a large number of bursaries, in addition to music, academic and art scholarships, all of which are means-tested, up to 100% fees.

Moreover, the school offers a plethora of extra-curricular activities, with several clubs and societies. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic results is regarded as essential for FHS students and all teachers are expected to contribute fully to extra-curricular activities.

Francis Holland Schools offers generous salaries plus excellent benefits, including CPD opportunities, generous pension contribution, 30 days' holiday plus bank holidays and a Christmas closure period, fee remission of 50% for own daughters, medical insurance, lunch onsite during term time, interest free season ticket and laptop loans, cycle to work scheme, an employee assistance programme and access to our dedicated discounts platform: the Francis Holland Rewards / Wellbeing Hub.

THE IT DEPARTMENT

Led by the Director of IT and serving around 1,000 users including pupils and staff across a large site, the IT department supports a highly developed local and cloud-based network servicing almost 600 Microsoft Surfaces, laptops, desktops and printers.

THE VACANCY

Job Title: IT Systems Manager

Reports to: Director of Information Systems

Line Management for: Senior IT Technician

Location: Regent's Park (close to Baker Street)

Hours of work: Full Time (09.00-17.00)

The Trust supports flexible working and will consider requests for other working arrangements; flexibility in hours of work may be required.

.Job Purpose: The IT Systems Manager's primary responsibility is to manage the day-to-day operations and IT Infrastructure at Francis Holland School, Regent's Park to ensure the integrity, database management, security and performance of the computer systems; they will liaise with other managers regarding system requirements and together with the Director of IT will plan, strategize, and implement action to meet specific system requirements whilst ensuring that maintenance and support tasks are completed in a timely manner; they will have responsibility for allocating and overseeing the work of the IT department and ensure that training needs within the department are met as necessary.

Working with a small team, the successful candidate will also be expected to assist with some 1st line support as and when required.

KEY RESPONSIBILITIES

- Working closely with the Director of Information Systems to ensure IT systems and service delivery remains up-to-date and effective in supporting all aspects of school life, especially teaching and learning.
- Management of the day-to-day operations of the IT Service Desk and ensuring that all requests for IT support are allocated and addressed in accordance with Service Desk procedures and priorities.
- Proactive monitoring and maintenance of all key systems, including switches, cloud services, virtual and physical server environments, and backups.
- Creation and maintenance of documentation for all IT systems.
- Regular reporting to the Director of IS on systems performance, department activities and staffing and Service Desk trends.
- Second / Third line support, assurance and mentoring of other members of the team.
- Enforcing and monitoring adherence to school policies on data protection, IT resource management and internet acceptable use.
- Facilitating staff training in the use of general purpose and office-related applications.

- Ensuring availability and facilitating the school's uses and requirements for IT resources.
- Maintaining knowledge of new and future IT developments.
- Actively participating in the appraisal process
- Annually reviewing job description for currency in line with changing needs of the school, and ensuring methods and programmes of work align with changing needs (for self and team members for whom you have responsibility)
- Actively engaging in own professional development and undertaking any training (including in statutory training) to undertake the full remit of role and maintaining up to date knowledge and understanding.
- Attending and actively participating in departmental meetings
- Undertaking any training (including in statutory training) to undertake the full remit of role

Person Specification

All requirements outlined below are essential unless otherwise specified and will be assessed both at the application and interview stages

Qualifications	A relevant technical qualification
Experience	<ul style="list-style-type: none"> • Microsoft Server, Active Directory and Windows systems. • Virtualisation technologies, in particular VMware. • Managing internet security, profiles, and access plans. • At least two years' experience of managing IT in a school environment. • Using Microsoft Cloud technologies, in particular Microsoft 365, Azure and Intune.
Knowledge of	<ul style="list-style-type: none"> • The concepts and operation of structured and wireless network technologies. • Current IT best practice, standards, and statutory requirements.
Skills	<ul style="list-style-type: none"> • Able to solve technical problems independently. • Able to act proactively and work on own initiative. • Able to inspire, influence, challenge and motivate others, leading by example.
Personal Qualities	<ul style="list-style-type: none"> • Flexible and able to provide quick responses to issues. • Enthusiastic and supportive of the needs of staff and pupils. • Able to communicate effectively with senior leadership and all users and create a relationship of trust. • Reliable, honest, punctual, and trustworthy at all times.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All posts at Francis Holland Schools require an Enhanced Disclosure and Barring Service (DBS) as part of the recruitment and vetting process.

References will be taken prior to any offer of employment being made.

This role is defined as regulated activity as it involves regular contact with children and is exempt from the Rehabilitation of Offenders Act, 1974.

Applicants will be required to bring their passport and proof of address to interview for identification purposes.

COMMITMENT TO DIVERSITY

Whilst all applications are judged on merit only, FHS champions diversity and inclusion in the workplace and strongly encourages applications from under-represented groups.

HOW TO APPLY

Please download an application form from our website:

<https://www.francisholland.org.uk/vacancies/>

Please send your complete application form and covering letter to Cheryl Jarman, Director of HR at jobs@fhst.org.uk by 9am on Wednesday 1st February 2023.

Please outline how you feel you meet the criteria in the person specification using specific examples, either within your application, or in a separate letter.

The recruitment process will be in two stages and will include interviews and a technical task.

We reserve the right to interview and close the vacancy prior to the date above, therefore early applications are encouraged.