SUNBURY MANOR SCHOOL

IT Manager
Applicants Information Pack

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Message from the Headteacher

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join our school. Since I joined Sunbury Manor School in September 2021, I have found a vibrant, energetic school with students who want to learn, who want to do well and most importantly, are proud members of their community. Staff are completely committed to our students and to providing a high-quality education in a happy and purposeful environment.

We are incredibly proud of our academic, wider curricular and sporting successes and the contributions and commitment our students and their families give to our school. We are a truly comprehensive school in the heart of the Sunbury On Thames community. Our school is one where students come to be inspired, challenged and supported; in and out of the classroom, a school with high aspirations for every student.

Kind regards,

Michelle Prentice
Headteacher

Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.

About Sunbury Manor

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.

IT Manager
Salary: £37,645 -£43,555 | Fulltime | Permanent | Start date: ASAP

We are seeking an enthusiastic IT manager who is committed to delivering the best possible outcomes for our school community. The IT manager will be responsible for the quality and delivery of ICT & technology within the school meeting the needs of all stakeholders. A firm focus on technological innovations and customer service satisfaction is key to this role. You will hold responsibility for all IT infrastructure and managing risk – security & disaster recovery/business continuity.

You will be joining a school that has high expectations and high aspirations for all of our students and staff.

Applications are welcome from both experienced IT Managers within a school environment and those ready for the next step who have the relevant knowledge, skills and experience in a related role.

You will be presentable, professional and self-motivated with the ability to work alone and as part of a team. Essentially, you will have an abundance of energy, drive and enthusiasm and possess the ability to work flexibly to support the school in all aspects of IT commensurate with your role and an education setting.

You will be supported by strong leadership coupled with a fantastic team spirit and genuine collegiality across the school. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious. Sunbury Manor is a Good school (Ofsted, October 2019).

Sunbury Manor has a very clear ethos and you will see it if you visit our school; strong, positive relationships that create an environment where teachers can teach exceptional lessons and students can make exceptional progress.

In addition to the salary and contribution to the Local Government Pensions Scheme (LGPS) , we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Back Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), cycle to work scheme, free gym membership at the neighbouring leisure centre, access to Surrey Extra (a flexible staff benefits scheme), staff laptop and an active staff Health & Wellbeing group.

Closing date: 13th March 2023 @ 9 am

Interview date: w/c 13th March 2023

Job Description
IT Manager

Job title: IT Manager

Salary: £37,645 - £43,555

Hours: Full time

Contract type: Permanent

Reporting to: Senior Leadership Team

Responsible for: IT & Computing within the school

Main purpose

You will be responsible for managing the backend infrastructure for the school, as well as providing first class support to all users. A key part of this role will be to work closely with the Deputy Headteacher to plan a vision and strategy for the school leading to efficiencies and improved outcomes for learning and teaching.

This role requires outstanding planning and organisation skills. It is essential that you are adaptable, have excellent attention to detail, and can cope in busy and challenging situations.

A strong technical background and sound knowledge of current technologies is essential to be successful in this role. This is a senior role offering a unique opportunity.

You will also be responsible for 2 IT technicians, providing them with the necessary support and mentorship.

IT manager who is committed to delivering the best possible outcomes for our school community. The IT manager will be responsible for the quality and delivery of ICT & technology within the school meet the needs of all stakeholders. A firm focus on technological innovations and customer service satisfaction is key to this role. You will hold responsibility for all IT infrastructure and managing risk – security & disaster recovery/business continuity.

Duties and responsibilities

- Lead on ICT strategic planning and take overall responsibility for the management and development of the infrastructure of the school's ICT network, liaising with key staff to ensure that ICT services meet the needs of all stakeholders.

- Consistently review and evaluate the capabilities of the school's ICT services and contribute to continuous improvement to meet future needs to ensure competent and forward-thinking development of ICT.

- Monitor new technological developments in ICT and technology and present proposals with recommendations to the senior leadership team which would benefit the school.

- Through line management, contribute to the ICT budget planning process to ensure most effective and efficient use of available funds

- Provide support and guidance to staff on appropriate hardware and software purchases to ensure that available budget is used effectively and efficiently

- Liaise with appropriate staff to order equipment and software, deal with suppliers regarding ICT related business, including leading the tendering process for ICT related products; and to manage the central ICT equipment budget economically

Job Description
IT Manager

- Line manage and take responsibility for the work of the IT technicians and ensure they carry out their duties effectively and receive adequate support, guidance and training in order to provide a high-quality ICT support service.

- Manage the installation, configuration, maintenance and upgrading of the school's networked systems, software, and applications.

- Manage user accounts, servers, workstations, routers, switches; diagnose faults and problems and carry out remedial action, liaising with suppliers and their technical teams when required, to maintain an effective service on the school site.

- Provide school network support for SIMS (and other programmes) and manage the installation, upgrade, and configuration of SIMS (and other programmes) software.

- Provide staff training for SIMS (and other programmes).

- Perform advanced diagnostic procedures on hardware, peripherals and applications as required.

- Ensure safe and reliable running of the ICT infrastructure in order that the integrity and security of the network is always maintained, including ensuring that a full disaster recovery programme is in place.

- Manage all systems of electronic communication for students, staff and other stakeholders on the school networks, ensuring security of files and appropriate access to systems.

- Comply with and assist with the development of policies and procedures relating to health, safety and security, confidentiality, and data protection.

- Responsible for maintaining the school's overall compliance with the Data Protection and Freedom of Information Acts, ensuring that the school is acting responsibly and legally with respect to copyright, computer misuse and data protection and acting in an advisory capacity as a point of reference for staff on enquiries relating to the release of information.

- To plan for and implement (as necessary) appropriate Emergency and Business Continuity Plans

- To lead on the production of risk assessments for areas of responsibility

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Person Specification
IT Manager

Criteria	Qualities
Current Circumstances	• Currently living and working in the UK and have the right to do so
Qualifications and Training	• Degree or role appropriate qualifications such as Level 4 or equivalent in IT/Computer Science and network solutions or significant relevant professional experience • GCSE (or equivalent) in English and Mathematics • Certifications in Microsoft / Cisco / Virtualisation (MCITP, MCSE, MCSA, MCTS, MCP, CCNA, CCNP, CCIE, VCP, CCA, CCE, CCP etc.)
Experience	• A minimum of three years' experience in a similar role • Strong knowledge of Microsoft Windows Server 2012-2022 – ADDS, group policy, DHCP, DNS, ADFS, NPS, FSRM • Good networking knowledge - Physical and Virtual (VMware) servers in a cluster environment • Excellent knowledge Exchange & Office 365 • Proven experience of Office365 apps including – Admin Center, OneDrive, Teams, SharePoint, Endpoint Manager, Azure, etc. • Experience of configuring managed wireless • On-premise and cloud-based backup solutions • AV and Email security solutions • Cloud solutions and deployments • Firewall & switch management • Experience of acting as an escalation point for all 2nd - 3rd line support issues.
Skills and knowledge	• Design, implement and support the network infrastructure including firewalls, physical and virtual servers, storage networks and switches in a multi-VLAN environment • Recommendation and implementation of modifications to the server environment, including troubleshooting and replacement of faulty system hardware. • Carry out routine server updates/patching for VCenter and ESXi servers • Application and operating system tuning, troubleshooting, maintenance and deployment using SCCM/ ConfigMgr • Manage the schools Exchange/Office 365 hybrid and SSO (ADFS) environment. • Using Intune, continue to manage and configure the school's portable devices. • Mange the schools phone system, CCTV, managed wireless, and MFD devices. • Create and update existing school SharePoint sites. • Policy creation, management, and documentation. • Prepare the school for Windows 11 and Office 365 apps in the classroom. • Continued assessment of web filtering and safeguarding reports to ensure vulnerable students are properly supported by the DSL.
Personal attributes	• A team player capable of delivering results when under pressure and to deadlines • Ability to communicate effectively with students, staff and parents • Ability to see a project through from initial planning to final working completion • Quality and service focused • Excellent problem-solving ability and time management practices • Ability to quickly understand and evaluate new technologies as required • Good written and verbal communication skills