



THE ELLEN WILKINSON SCHOOL
FOR GIRLS

IT MANAGER
RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR
SCIENCE & MATHEMATICS







BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at it's core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





THE ROLE IT MANAGER

<u>Post Title:</u>	IT Manager
<u>Report to:</u>	Business Manager
<u>Salary:</u>	Scale 9 – Point 28 - £39,405 (inclusive of allowances) 35 hours per week – Full-Time

The post has a probationary period of six months

Main Purpose of the Post

- To be responsible for the installation and maintenance of IT systems throughout the school and to manage a team of technicians supporting and maintaining the IT and audio-visual equipment used by the school.
- To assist in the provision of technical advice and support to staff and pupils in relation to IT systems and software

Areas of Responsibility

- Knowledge and oversight of whole school networking topology, connections and components.
- Maintenance of hardware
- Software support
- Installation of new/existing equipment plus upgrades
- Ensure IT inventories are maintained
- Check and maintain system security

Maintenance of hardware

- Be responsible for purchasing and budgets of IT systems
- Be responsible for IT-related contracts
- Oversee Microsoft volume licensing.
- Be responsible for the CCTV system.
- Configure items of equipment, including building workstations for use on a network; maintaining a library of drivers and configuration files.



THE ROLE OF AN IT MANAGER

- Carry out first line diagnostic support of all equipment within the school. This will include servers, workstations and all peripherals
- Diagnose and report faults to managed service supplier or maintenance contractor.
- Check and re-fit printer toners, where users require assistance. Contact, monitor and support external repair agencies.
- Start up and shutdown networks as necessary.
- Ensure suitable virus checks and backup systems are in place.
- Manage the school's IT security systems, such as the firewall, web filtering, email filtering, user permissions.
- Manage the school's LAN infrastructure, including fibreoptic and copper cabling, switches and cabinets and commission repairs if necessary.
- Manage the school's wifi infrastructure, including APs, management licences, and RADIUS security
- Manage low-level network functions, such as DHCP, DNS, Active Directory domain controllers and KMS [Microsoft licensing server]
- Manage the school's MIS [Management Information System, ESS SIMS], including maintenance, patching, assisting operators in school censuses.
- Manage SQL servers, updating and patching when required.
- Ensure all equipment is cleaned as necessary.

Software support

- Install and update all software within the school.
- Respond to all faults that occur within the software environment.
- Advise the Business Manager on all IT matters (hardware, software, network, budget, contractual). Be aware of forthcoming problems and requirements.
- To be responsible for the loading of software to networked PCs
- Ensure that suitable back up systems are in place to protect the network. Control and maintain a library of back-up systems and manuals.
- Advise on and monitor all issues concerning data security ensuring system back-ups are maintained.
- Enter and delete user accounts for systems such as Active Directory (Windows), LGFL USO accounts & mailboxes, SIMS, Firefly, Google Workspace, Schoolcomms, Parents' Evening System, and various other cloud-hosted systems;., maintain log-in scripts.



THE ROLE IT MANAGER

- Be responsible for archiving or purging data and disabling/deleting user accounts as needed to comply with data protection policies
- Carry out maintenance routines on the networks on a daily and weekly basis.
- Educate users on 'best practice' including password and network security issues.
- Manage the visitor management system [Inventry].
- Facilitate remote working via VPN, Zoom, provision of webcams.
- Oversee the access control system [door control]

Installation of new and existing equipment

- Unpack and install IT equipment such as new computers and peripherals, and enter all new equipment into an inventory file.
- Propose solutions to all IT problems within the school
- Advise on all security issues for IT systems.

Control IT inventories

Maintain IT inventory system

General

- Develop effective documentation of policies and procedures for end-users, such as Acceptable Usage Policy and Data Retention Policy; and technical staff, such as installation and fault resolution of particular applications.
- Comply with relevant school policies e.g. Acceptable Use Policy, Equality Policy.
- Comply with relevant national legislation e.g. Data Protection Act, GDPR, Computer Misuse Act.
- Perform data protection duties, such as performing and reviewing DPIAs, liaising with the ICO and legal counsel for GDPR matters, responding to breaches, assisting with SARs and FOIAs, ensuring regular DP training for users.
- Advise/assist on finance-related problems and refunds, such as the payments system and cashless catering system.
- Liaise with governors, architects, project managers, contractors as required regarding the IT requirements of new buildings.

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post. Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment



THE PERSON SPECIFICATION

Qualifications

A qualification relevant to software and hardware or significant industry experience

Experience and Skills

You should have proven experience of: -

Software

- Windows workstations and Apple Mac devices
- MS Office, generic and application software
- Ability to do database extractions and reports.
- Ability to be responsible for all IT systems within the school.
- Ability to write PowerShell or CMD scripts.
- Be able to install a simple Linux device from an ISO image
- Experience of SIMS would be a distinct advantage

Hardware

Knowledge and experience of whole school networking topology, connections and components including: -

- Knowledge of networks (LANs and WANs).
- Knowledge of wireless network protocols and hardware.
- Routers, switches/hubs/cable technology and firewalls
- Server/system backups
- Maintenance and fault finding

Other

- General maintenance of stand-alone computers
- Software installation/upgrades
- Installation of printers
- Simple repairs/replacement of parts
- Ability to adhere to health and safety regulations



THE PERSON SPECIFICATION

Disposition

- A commitment to equal opportunities and a willingness to work in a multi-ethnic environment.
- A genuine interest in working with staff, pupils and computers.
- A willingness to undertake a wide range of duties.
- An ability to work under pressure and delegate tasks appropriately.
- An ability to work independently without close supervision, set targets for yourself and other team members, manage time and prioritise a demanding workload.
- Customer focused with very good communication skills and the ability to communicate with people at all levels.

Personal Qualities

- Smart appearance and a pleasant manner



LIVING AND WORKING IN EALING

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TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint an IT Manager to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Friday 11th October 2024 at 12pm midday.**

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

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
London
W3 0HW

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



THE ELLEN WILKINSON SCHOOL
FOR GIRLS

QUEENS DRIVE, LONDON W3 0HW
0208 752 1525 | WWW.ELLENWILKINSON.EALING.SCH.UK



INSPIRING
PASSIONATE
NURTURING
SUCCESSFUL
CREATIVE

A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.98

IT MANAGER FULL-TIME - IMMEDIATE START – 35 HRS PER WEEK Scale 9 – Point 28 - £39,405 (inclusive of allowances)

We are seeking to recruit an outstanding and motivated IT Manager to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

The Closing Date for the post is Friday 11th October 2024 at 12pm midday.

Recruitment Pack and Application Forms can be obtained from

www.ellenwilkinson.ealing.sch.uk/1321/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.