



# The Pilgrims' School

[www.thepilgrims-school.co.uk](http://www.thepilgrims-school.co.uk)



## IT Manager

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### The School

The Pilgrims' School is a leading, selective, day and boarding boys' prep and double choir school, in a beautiful and historic 'city meets country' setting in Winchester. It is a vibrant, lively school where boys aged 4 to 13 are encouraged to find their passions and nurture them, whether that be in the classroom, science lab, music room, art room, sports fields, at Forest School or beyond.

Nestled between Winchester Cathedral, Winchester College, and Wolvesey Palace, the School occupies a superb site in the historic Cathedral Close. We enjoy the use of the picturesque Wolvesey playing fields and the sporting facilities of Winchester College. With our choral foundations, the School encourages musical achievement in all its pupils, but also excels in academic endeavour, sport and the arts. We enjoy an enviable local and national reputation.

The School has approximately 100 employees on the pay roll, full-time and part-time.

For a flavour of the School and further information about us please visit our website at [www.thepilgrims-school.co.uk](http://www.thepilgrims-school.co.uk).



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## Welcome from the Headmaster



I'm delighted that you are looking at this role. Pilgrims' is a remarkable and very special school community in which to work. In exploring the role and the school, I hope that you very much get a sense for our spirit and character.

We enjoy an excellent reputation for providing an outstanding all-round education, with world-class music making and very strong academic results sitting alongside fantastic sporting and creative opportunities.

We have together recently considered and set out our values: Heart, Excellence, Integrity, Joy and Respect. These underpin the way we live and work together as a community. As a strong candidate, you would align closely with these yourself and bring good humour and a collegiate approach. I hugely look forward to working with someone who brings these qualities, alongside a warm professionalism, and who will love working with our pupils, putting them and their experience above all else.

Not a school to be judged by our very historic façade – beautiful as our medieval and Grade I listed buildings are! – we are an open, warm, hugely dedicated and supportive body of staff. If you feel the fit is right, I greatly look forward to you applying.

*Tim Butcher*





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## The IT Department

The IT Department is a small but busy team consisting of the IT Manager and an IT Technician. These roles are very much part of the staffroom community, and their experience and expertise are greatly valued in helping colleagues

The department supports, maintains and develops all IT equipment and networks across the school as well as provides IT support to all staff. The team are responsible for the deployment of modern IT hardware for staff, which includes Surface Pros and laptops.

The pupils have use of two dedicated IT classroom suites within the school, which the team ensure are ready for use and maintained accordingly. Each classroom is also equipped with an interactive board and associated equipment.





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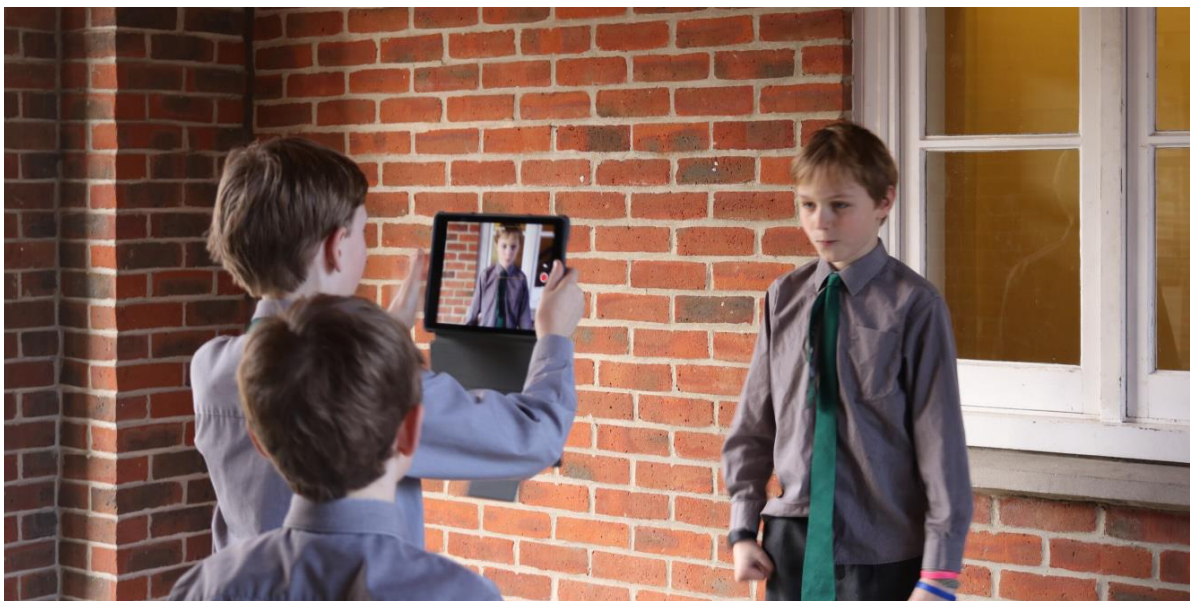
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## The Role

The IT Manager, along with the support of the IT Technician, is responsible for developing and implementing the technical strategy for information technology equipment and services to meet the School's needs. The IT Manager has management responsibility for the IT Technician and reports directly to the Director of Finance & Resources.

Working alongside the Digital Learning Teacher, the IT Manager will play a key role in the School's ongoing transformation to Digital Learning and maintaining an IT system that supports the School's needs.





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## Key Areas of Responsibility

- To provide technical leadership, advising the School on the most effective approach to meeting its strategic goals with the use of IT
- Effective management of the school IT network, systems, services, maintaining confidentiality, integrity and availability
- Develop and improve the School's systems to maintain high standards and ensure they remain up-to-date, including servers, hardware, operating systems, network infrastructure and end-user applications
- Oversee and monitor the School's backup systems and IT disaster recovery planning
- Lead the management of the IT ticket system to ensure that appropriately prioritised and timely support is provided to internal and external users
- Line manage the IT technician and support with training and development
- Liaise with third party contractors and engineers to ensure remedial and improvement works are carried out to a high standard, in accordance with legislation, regulations and best practice and to ensure value for money

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to undertake any reasonable request from their Line Manager to undertake work of a similar level that is not specified in this job description.





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## Person Specification

### Essential:

- At least three years' experience in a similar role
- Experience of providing technical support in a service environment
- Experience with managing Microsoft Windows networks — Windows Server, Hyper-V, Active Directory, Azure AD, Microsoft Intune and Microsoft 365 administration
- Experience managing and administering OneDrive for Business, SharePoint Online, Microsoft Teams on the web and with PowerShell
- A strong understanding of network infrastructure – including TCP/IP and the OSI model
- Knowledge of managing and configuring network security fabric including firewalls and VPNs
- Ability to always work in a way that promotes the safety and well-being of children and young people
- Excellent communication skills
- Excellent inter-personal skills, to build good working relationships with internal customers in the School

### Desirable:

- Experience of working within a school environment
- Experience of using iSAMS or another school MIS
- Experience with managing Microsoft SQL Servers
- Experience with HP/Aruba network switches, Smoothwall appliance, Smoothwall Managed Monitor Service
- Experience with Linux, Docker and network monitoring systems
- Experience of crafting and running PowerShell scripts
- Experience with cloud email security products



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## Salary & Benefits

- This is a full-time position requiring 40 hours of work per week, year-round, Monday through Friday.
- The full-time working hours will generally be between 8.30am and 5.30pm. Including a 1-hour unpaid lunch break.
- To start February 2025
- Competitive salary, commensurate with experience
- The post holder will also be expected to participate in emergency call-out arrangements and may need to attend school events, with prior arrangement and overtime compensation.
- A wide choice of freshly prepared, nutritious lunch meals, snacks, tea and coffee are available throughout the day and are free of charge.
- Contribution to NEST pension scheme
- 25 days annual holiday, plus bank holidays.
- Staff remission on school fees
- Free on-site parking.





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## Safeguarding Statement

The Pilgrims' School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

This post is exempt from the Rehabilitations of Offenders Act 1974.

## Recruitment of Ex-Offenders

We comply with the Disclosure & Barring Service (DB) code of practice and have a written policy on the recruitment of ex-offenders included within our Recruitment Policy, which is available on our website. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

## Equal Opportunities Statement

The Pilgrims' School welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

The Pilgrims' School is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at [recruit@pilgrims-school.co.uk](mailto:recruit@pilgrims-school.co.uk).



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## Recruitment Statement

The Pilgrims' School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognises that in order to achieve these aims it is of fundamental importance to attract, recruit, and retain employees of the highest calibre, who share this commitment. The aims of the School's recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of merit, ability, and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds.
- To ensure compliance with all relevant recommendations and guidance, including the recommendations of the DfE in Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS).

To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Candidates are encouraged to review the School's full Recruitment Policy, and Safeguarding and Child Protection Policy, both of which are available to download from the School website.

## How to Apply

To apply, you may visit our school's vacancies page, where you will find an application form and further information. If you have questions about the post, please email Mrs Abigail Hawkes, HR Manager on [recruit@pilgrims-school.co.uk](mailto:recruit@pilgrims-school.co.uk).

Applications will only be accepted from candidates completing the Application Form in full, along with a covering letter (no more than one side of A4).

We are not able to accept CVs as an alternative to the application form.

**This position has a rolling closing date. Applicants are encouraged to apply early, as we reserve the right to withdraw the position once an appointment is made. Early application submissions are encouraged**



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## Shortlisted Applicant Checks

Applicants should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

These checks form part of The Pilgrims' School wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

As part of the shortlisting process, the School will carry out references checks and online searches on all shortlisted candidates, prior to interview. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview.

Shortlisted candidates, prior to interview, will also be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph and paper counterpart;
- A passport;
- A full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where applicable, proof of entitlement to work and reside in the UK.

These must be issued within the last three months and provide verification of address. Documentation confirmation their national insurance number, where appropriate, any documentation evidencing a change of name.

**Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.**



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## Offer of Employment

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A satisfactory enhanced Disclosure and Barring Service check ("DBS") and if appropriate, a check of the Barred List maintained by the DBS.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
- Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999), where relevant;
- Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.

Any offers of employment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.