Recruitment Pack

Data Manager and IT Engineer

Employment Status	**Full Time • Permanent**
Employment Location	**Framlingham College Prep & Senior School**
Closing Date for Applications	**5th March 2026**
Interviews Week Commencing	**TBC**

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE
WHERE EVERY PUPIL CREATES THEIR OWN STORY

Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Data Manager and IT Engineer at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham.

We require an effective Data manager and IT Engineer to join our busy IT department and to assist the IT Manager as needed. The successful candidate will be responsible for the day-to-day Maintenance of our MIS System and be involved in general IT support. This will involve managing various server technologies including Windows Server SQL 2022, Exchange Server and Office365.

You will be a proactive individual with strong communication skills and ideally qualified with relevant proven technical experience in MIS systems also creating timetables and doing rollovers and general maintenance of the MIS.

This is a year-round role working 37.5 hours per week, 8:30am-5:00pm Monday to Friday, plus up to ten Saturday mornings (8:30am to 12:00pm) each academic year as per the department rota. The post attracts an annual salary IRO £33,000 – £39,000 per annum dependent on experience and qualifications.

We offer a supportive working environment as well as free lunch each day the kitchen is operational. We also offer a number of other benefits including contributory pension scheme and gym membership.

Please submit an application form along with a cover letter outlining your suitability for the role. Recruitment packs are available from the HR Department on 01728 723789, email: hr@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

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How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also** email your application to: **hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References
All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To
IT Manager

Job Location
Framlingham College Senior & Prep School

Salary
£33,000-39,000

Hours
Full-time 37.5 hours per week 8:30am - 5:00pm (Monday to Friday).

Up to 10 Saturday mornings (8:30am - 12:00pm) each academic year per the department rota.

Job Description

JOB PURPOSE

- To work in partnership with colleagues to collate and analyse database reports from MIS systems and applications, which enhance the functionality of key administrative and IT management systems. Help with the management and the day-to-day administration of MIS and technical support at Framlingham College including both the Senior School and the Prep School. Develop and enhance the capabilities of the MIS (iSAMS). Contribute fully to the smooth operation of the IT department and other aspects of IT development, operation of the helpdesk system and training as and when required.
- You will be a strong all-around Engineer comfortable with all aspects of IT operations.
- Having experience in a school environment would be a

KEY RESPONSIBILITES:

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work across both Framlingham Prep and Framlingham Senior School.

Major Duties of Post Holder:

- Support the creation and management of the school timetable.
- Set up and maintain registration groups, assigning student memberships, tutors, and Year Learning Coordinators, and assist the team with the rollover process.
- Work with colleagues to maintain database applications that enhance key administrative and IT management systems.
- Collaborate with staff to improve and extend MIS capabilities.
- Contribute to the effective running of the IT department, including help desk operations, IT development tasks, and training when required.
- Respond quickly and effectively to issues, providing practical solutions.
- Work alongside the IT Manager as part of the school's IT Strategy Team.
- Engage with colleagues across the school to understand their requirements and implement solutions in an organised and timely manner.
- Maintain strong communication with internal staff and external clients, ensuring clear handovers and prompt reporting of technical issues.
- Diagnose and resolve IT faults efficiently as part of a skilled technical team, prioritising support for teaching and learning.
- Assist with broader IT Department functions, including periodic work at the Prep School on a rota basis during term time.

- Attend training as agreed with the IT Manager.
- Oversee the daily operation and performance of the school MIS, ensuring system security, data accuracy, and smooth database performance.
- Apply scheduled and ad-hoc updates to courses, teachers, and rooms. Support the IT Manager in maintaining a secure and accurate asset register by enforcing processes for tagging, retiring, and introducing hardware.
- Demonstrate knowledge of SQL reporting services, query tools, and best practice.
- Develop SQL reports and tools for use across both Senior and Prep School.
- Communicate effectively with staff at all levels to help improve organisational performance.
- Work flexibly, prioritising tasks to meet business needs and manage workload in a high-pressure environment.
- Troubleshoot database performance issues and act as the primary support contact for the MIS provider.
- Work with the IT Manager to support leaders and stakeholders in developing the system to meet operational needs.
- Collaborate with the Deputy Head (Academic), Heads of Department, and Heads of Year to produce statistical reports comparing internal attainment and attitude data.
- Create GCSE and A-level statistical reports for the Deputy Head (Academic) to present to Governors, showing year-on-year performance trends.
- Produce additional academic statistical reports as required by senior staff.
- Demonstrate commitment to the values and objectives of Senior and Prep School.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

QUALIFICATIONS

SQL Server	E
University Degree or Equivalent	E

PROFESSIONAL COMPETENCIES AND SKILLS

Strong administrative skills	E
Ability to multi-task	E
Attention to detail	E
Excellent communication skills; both verbal and written	E
Ability to use initiative	E

PROFESSIONAL EXPERIENCE

Manage Projects to their completion. understanding how to balance time and commitment	E
Ability to deputise and manage department in manager's absence.	E
Excellent problem solving and resolution abilities on a wide range of software, hardware and network issues	E
Management of server environments, Hyper V, M365, Teams, SharePoint, Active Directory, Wi-Fi, TCP/IP Networks, switching, firewalls SQL server	D
Software development experience using C#	D
Knowledge of Cyber Security protections measures and tools	E
Experience of ISAMS	D

PERSONAL ATTRIBUTES

Works Well under pressure and stays on task	E
Ability to diagnose and assess needs of end users and develop appropriate and effective applications	E
Flexibility and adaptability	E
Excellent accuracy and attention to detail	E
Polite and helpful attitude	E
Strong work ethic and a willingness to develop new skills	E
Self-motivated with a positive "can do" attitude	E
Team player with ability to work autonomously	E
Ability to prioritise tasks and organise time effectively	E
Ability to work under pressure	E
Calm, approachable and adaptable	E

SAFEGUARDING

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.