



St Dunstan's  
College

## Head of ICT *Recruitment Information*

Employment Status

**Full time, permanent**

Required From

**March 2019**

Job Location

**Stanstead Road Site**

Application Closing Date

**Friday, 15 February 2019**

Interviews

**Week commencing Monday, 25 February 2019**





# WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
**Headmaster**



# ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



# THE DEPARTMENT

The in-house ICT Team consists of the **Head of ICT** and an ICT Technician/Training Manager. Further support, including the provision of two ICT Technicians, is provided by a third-party expert contractor. The ICT Team supports the St Dunstan's Educational Foundation ('the Foundation') which comprises both St Dunstan's College as well as St Dunstan's Enterprises, which runs a Leisure Club and hires out other facilities.

The Foundation's ICT estate consists of approximately 1,200 users and over 500 computers. The Foundation has both Windows and Mac computers and is part of the London Grid For Learning.

The College is in the process of appointing a **Head of Digital Learning and Innovation** to lead whole College digital innovation, as well as the effective implementation of strategy for ICT in teaching and learning, as set by the ICT Strategic Steering Group. It is expected that the new **Head of ICT** will work closely with this member of the teaching team, to ensure a joined-up approach in delivering an outstanding ICT provision.

St Dunstan's Educational Foundation is at an extremely exciting phases in its development. Governors and College Leadership are working on ambitious expansion plans which involve significant capital build projects. There is a high demand on ICT support and service requests and this will continue to grow as the College expands and as new ICT initiatives come online.

## JOB DESCRIPTION

Post:	Head of ICT
Responsible to:	Deputy Bursar (Finance and Resources)
Responsible for:	IT Technicians

### ICT Strategy and Provision

As a member of the ICT and Computing Steering Group, contribute to the strategic plan for ICT across the Foundation and act as the technical authority on the Foundation's ICT infrastructure.

In consultation with the Head of Digital Learning and Innovation, make recommendations on the most appropriate systems to implement and meet the Foundation's strategy and objectives.

Support the Head of Digital Learning and Innovation in delivering into the classrooms of the College what is agreed in the strategic plan, as set in the ICT and Computing Steering Group.

Day-to-day ordering, procurement and asset management for ICT equipment, cabling, software and consumables ensuring compliance with financial controls and processes and best value.

Procure, develop and maintain communication systems including email, telephones, radios, website and messaging services.

Undertake project management, procurement and planning for migration and building projects, ICT developments/ room changes, preparing detailed specification ensuring delivery within budget and required timescales.

Ensure successful delivery, training and implementation of Microsoft Office 365.

Develop ICT policies to ensure compliance requirements.

### **Management of the Network**

Ensure network security, student safeguarding and data protection (GDPR); implementing and monitoring processes and College policies, relating to safeguarding students and staff, maintaining confidentiality at all times.

Manage the reliability, performance and availability of the Foundation's ICT infrastructure.

Liaising with the Deputy Bursar (Property and Risk) and other key stakeholders to develop and maintain a Disaster Recovery Plan for the Foundation, ensuring robust backup and failover procedures. Ensure all data is backed up regularly according to the relevant policy.

Ensure the Foundation is compliant with ICT licencing requirements.

Manage the support contract with the third-party contractor effectively.

Ensure that all ICT College systems are fully documented.

### **ICT Support**

Manage a team of ICT Technicians (both in house and external) to provide a comprehensive and efficient ICT support service for all hardware, cabling, AV, printers, telephones and all software/ applications, including troubleshooting, second and third line fault resolution, liaising with suppliers and providers as required, maximising network/ system uptime

Maintain user and email accounts for all staff and student users, adding, removing and editing as appropriate, ensuring new starters and leavers have fully functioning accounts and access to ICT resources, software and folders as required but within permitted restriction parameters.

Work with third party suppliers in the resolution of ICT faults.

Be responsible for a regular maintenance programme and ensure the resolution of failures in hardware and software.

### **Other**

Support and train staff in their use of ICT systems in conjunction with the Head of Digital Learning and Innovation.

Maintain up-to-date knowledge of technology developments and relevant legislation.

Any other duties as determined by the Bursar.

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# PERSON SPECIFICATION

The following are Essential/Desirable

	Essential	Desirable
<b>Skills, Knowledge and Experience</b>		
Up-to-date professional specialist technical knowledge of, and ability to use and support: <ul style="list-style-type: none"> <li>- MIS systems</li> <li>- Hardware and maintenance procedures including infrastructure, servers and end user devices</li> <li>- Operating systems including Windows 10 and Windows Server 2018, and Apple OS X</li> <li>- Microsoft Office, Office 365 and Apple products</li> </ul>	X	
Ability to design, configure, and manage ICT networks	X	
Experience of managing and supporting backup systems	X	
Experience of ICT Project Management including procurement, design, build and configuration	X	
Experience of leading and supporting other staff		X
Excellent organisational and administrative skills	X	
Good interpersonal and communication skills, having the ability to communicate technical concepts and practices appropriately to teachers and support staff	X	
Ability to deliver to tight deadlines and to work flexibly and efficiently	X	
<b>Professional Attributes</b>		
Displays vision, energy and enthusiasm and shows initiative in discharging of duties	X	
Ability to lead, motivate and work within a team and collaborate towards achieving objectives	X	
Possesses a can-do and proactive approach ensuring excellent service delivery	X	
Committed to the safeguarding of students and staff	X	
<b>Qualifications</b>		
Education to degree level or equivalent work-based training		X
IT qualification or certification		X





# THE PACKAGE

<b>Salary:</b>	£40,000 - £45,000 full time, all year round equivalent salary
<b>Holiday:</b>	20 days (25 after three years) plus bank holidays and four additional days taken over Christmas
<b>Pension:</b>	ISPS Defined Contribution Scheme (DC)
<b>Benefits:</b>	Tuition fee remission* (25%) and no registration fees Private Health Care Insurance (50% paid by employer) Reduced health club membership Free lunch and beverages during term time Free off road parking Salary Sacrifice Schemes Season Ticket Loan Free winter and summer social events Annual flu immunisation Use of College leisure facilities including gym, tennis courts and pool*

*\* Conditions apply*

