



NOTTINGHAM HIGH SCHOOL

PREAMBLE

Nottingham High School enjoys a national reputation for its academic achievements and also for the wide range of opportunities available to the students who are aged between 4 and 18. It is a thriving and caring school with facilities that compare with the best in the country and was recently awarded East Midlands Independent Secondary School of the Decade.

The IT department serves as the point of contact for all IT issues raised by staff and students, and is vital to the ongoing success of initiatives such as BYOD, Google Classrooms and Office 365.

JOB DESCRIPTION

Position:	Infrastructure Engineer – Windows Server, O365, VMWare, Cyber Security
Place of work:	Main school site
Hours:	37.5 hours per week, typically 8.00am – 4.30pm, full-time contract
Salary:	Up to £45000 DOE
Responsible to:	IT Manager

Primary Purpose:

Working as part of the IT Team, the Infrastructure Engineer provides support for Nottingham High School's network and servers. The Infrastructure Engineer supports infrastructure systems to provide a robust and flexible network in support of School operations; providing an efficient and effective response to requests.

The Infrastructure Engineer will be a network and server specialist who has a high level of experience supporting a wide range of technologies. They will work with the IT Manager and leaders at the school to ensure maximum up time, lead on cyber security and develop our IT roadmap.

The Infrastructure Engineer also supports MIS systems and applications alongside the MIS and Application Manager.

Principal Objectives:

1. Responsible for the management, monitoring, patching and support of the School's cloud and network server systems. Assists with server hardware installation and asset maintenance under the direction of the IT Manager.
 - Windows Enterprise Server (AD, DFS, DNS, GP, DHCP, CA)
 - SCCM
 - VMWare vSphere
 - SAN Storage solutions
 - Smoothwall Firewall
 - Microsoft Exchange, Azure Active Directory, Office 365
 - JAMF Enterprise Management Software

- Linux System Administration
 - Scripting tasks using PowerShell, Python or Bash on Servers
 - MacOS
2. Responsible for the management, monitoring and support of the School's telephony and fixed/wireless network infrastructure. Responsible for network hardware installation and asset maintenance under the direction of the IT Manager.
 - Mitel Telephony Systems
 - LAN and WAN networking
 - HP Switching
 - Aruba Wireless Networks
 3. Maintains robust backups of all operational data stored on the School's network and in the School's server systems. Actions data recovery as necessary, instructed or appropriate.
 4. Lead on Cyber Security, ensuring all our Internet, Spam and Filtering systems are current and up to date. Maintaining network security.
 5. Providing 2nd/3rd Line Support within an ITIL environment and lead on maintaining ITIL standards.
 6. Act as lead on the delivery of new projects in to the school.
 7. Keep up to date with what's going on in the industry/sector, bring in new ideas and technologies to the school to help us develop towards being a technological leader in our sector.
 8. Work alongside the MIS and Applications Manager on the management, monitoring and support of the School's MIS systems and other projects therein. Act as lead in their absence.
 9. Participates in the provision of a high-quality IT support service providing technical support to staff and students. Operating helpdesk call-logging systems and responding to any requests for assistance, or as directed by the IT Manager.
 10. Operating documentation systems (cataloguing, filing, worksheets, configuration, change control and electronic fault logs etc...) as necessary to discharge the duties of the post-holder.
 11. Some out-of-hours working on-site – for instance, to support occasional school events or for the installation or maintenance of equipment will be required.
 12. Undertaking any necessary training associated with the duties of the post, including self-paced or directed training where appropriate.
 13. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Where evidenced: Application (A) Interview (I) References (R) or Assessment Task (T)
Qualifications		
GCSE (or equivalent) passes including English and Maths.	E	A
Educated to degree level	E	A
Microsoft, CCNA or other vendor-specific qualification.	E	A
ITIL Foundation	E	A
Experience		
High level of experience with current versions of:	E	A, I
Windows Enterprise Server	E	A, I, T
VmWare	E	A, I, T
SQL Database	E	A, I, T
High level of experience of LAN and WAN switching and networking (CISCO or HP)	E	A, I, T
Experience of Microsoft Azure cloud technology	E	A, I, T
Experience of supporting a Google and MacOS environment	D	A, I, T
Experience of working in a school environment	D	A, I
Skills and Knowledge		
High level knowledge of PC, laptop and server infrastructure	E	A, I, T
High knowledge of Microsoft Enterprise Server OS, AD, etc	E	A, I, T
High knowledge of network infrastructure	E	A, I
High level of Office 365 cloud technology	E	A, I
High level of knowledge ITIL practices	E	A, I
Competencies and Personal Attributes		
Strong customer service, problem solving and analytical skills	E	A, I
Good verbal and written communication skills	E	A, I
Ability to work accurately under pressure	E	A, I
Pro-active approach to work	E	A, I
Keen attention to detail	E	A, I
Use of initiative	E	A, I
Business Requirements		
Ability to work at height and in confined areas	E	A, I
Willingness to undertake additional training	E	A, I
A flexible attitude to working outside of regular hours	E	A, I
Full clean UK driving licence	D	A

Essential Requirements are those without which a candidate would not be able to do the job. Applicants that fail to demonstrate where required that they can fulfil ALL of the essential requirements will not be shortlisted. **Desirable Requirements** are those which would be useful for the post-holder to possess and will be considered when more than one applicant meets the essential requirements.

If evidence is required on the application form there will either be a specific section in which to enter the details or you should explain how you meet the requirement in free text at Section 7 of the application.

This role constitutes Regulated Activity and an enhanced Disclosure and Barring Service disclosure, with a check of the Children Barred List, is required for this position in addition to other pre-employment checks.