



# Raine's Foundation School

Executive Head teacher: Mr Paul Woods

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## ICT SERVICES MANAGER

### Required ASAP

Salary Range: NJC Grade SO1, Spine Point 29-31 = £30,012 to £31,765

Contract type: Full-Time (37.5 hours per week), Permanent, 52 weeks per year

Working Hours 08:00 – 16:00

Raine's Foundation School is an inner city, voluntary aided, Church of England, 11-19 secondary school. Throughout its long history the school has taken pride in its service to the local community, as we aim to:

"Achieve Excellence by Unlocking Potential".

We are seeking an ICT Services Manager to join our team at Raine's. This post, offers significant professional development opportunities to the person appointed.

Key responsibilities of the post:

### **Middle Leadership**

- Contribute actively to the strategic and operational success of the school, through membership of the school's Support Staff Middle Leaders Group.
- Undertake regular research and development to identify potential strategies to improve the efficiency and effectiveness of existing systems.
- Provide proactive line management of any assigned staff.
- Provide regular reports as required by the Headteacher and Governors.
- Be responsible for managing a budget or budgets, as determined by the Headteacher.
- Review and monitor any SLAs etc relating to area(s) of responsibility.
- Ensure any Service Desk arrangements relating to area of responsibility are maintained to a high level of efficiency, including ensuring all requests for support, assistance, information etc are promptly and efficiently responded to.
- Ensure that all members of all teams and individuals managed are fully aware of and comply with all relevant school policies – particularly any matters relating to Confidentiality, Safeguarding, Financial Regulations, Health & Safety or Equal Opportunities.
- Consistently role model the behaviour and conduct expected of students and where appropriate other members of staff.

### **(b) ICT Services**

- Ensure that the services provided by the ICT Services Team fully meet the requirements of the school, including ensuring that :
  - The school has in place fully-secure ICT network and telephony infrastructures, specifically tailored to meet the curricular and administrative needs of the school – including high-quality web and multi-media services and service area-based Help Desk facility
  - All the school's hardware – including electronically-controlled security and other systems within the school buildings and grounds - and software are kept fully-maintained and available to use
  - Staff are provided with informed advice as to compatibility of hardware/software and operating systems
  - All software is properly licensed
  - New software is efficiently and effectively installed, configured, tested and rolled out
  - All operations to upgrade or adjust the system efficiently and effectively actioned, minimising downtime and inconvenience to user
  - The school understands and complies with all H&S regulations with respect to ICT and all ICT users understand the need to follow agreed procedures, including in connection with internet use

### **(c) General**

- Contribute as necessary to student supervision duties, including at the following times :



- Before and after school
- Break
- Lunchtime
- Participate as appropriate in the school's agreed Performance Management Programme.
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
- Ensure that all members of all teams and individuals managed are fully aware of and comply with all relevant school policies – particularly any matters relating to Confidentiality, Safeguarding, Financial Regulations, Health & Safety or Equal Opportunities.
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Headteacher or other immediate line manager(s).

***For full details of the tasks and responsibilities please refer to the Job Description for the post.***

The ideal candidate will have:

- Educated to at least degree level or equivalent
- A recognised relevant ICT-based qualification  
OR
- Appropriate ICT Services management experience.
- Proven experience of managing an ICT Support Service in a school or other organisation of comparable complexity
- Experience of successfully leading and managing people in a school or other organisation of comparable complexity

#### **Experience**

- Proven experience of managing an ICT Support Service in a school or other organisation of comparable complexity
- Experience of successfully leading and managing people in a school or other organisation of comparable complexity
- Experience of configuring and maintaining client and server hardware
- Experience of working with Windows server/client operating systems/ Linux (Redhat/ CentOS, Ubuntu)
- Knowledge of Active Directory/ Group Policy
- Experience in networking technologies (DNS, DHCP, NFS, SMB)
- Knowledge of GDPR
- Good working knowledge of common application software (MS Office etc.)
- Experience of virtualisation (Hyper-V, KVM, VirtualBox)
- Experience of OS X
- Experience of Manage CCTV Systems
- Experiences of NEC Telephone management

***For full details please refer to the Person Specification for the post.***

Founded in 1719 Raine's Foundation School provides a caring Christian environment.

Visits to the school are strongly encouraged as are conversations with the School Business Manager.

Please contact Alison Deady, PA to the Head teacher, for an information pack or down load from the school website [www.rainesfoundation.org.uk](http://www.rainesfoundation.org.uk).

Completed application forms should be emailed to: **[a.deady@rainefoundation.org.uk](mailto:a.deady@rainefoundation.org.uk)**.

Further details and an application pack are available from the school office to which completed forms should be returned.

As part of our safer recruitment procedure the successful applicant will be subject to an enhanced DBS check.

**Closing date for applications: Friday 8<sup>th</sup> February at 12.00 noon**

**The interview will take place: WB: Monday 11<sup>th</sup> February 2019**