

## JOB INFORMATION – IT INFRASTRUCTURE AND NETWORK MANAGER

<b>Department</b>	IT
<b>Main purpose of role</b>	<p>We require an IT Infrastructure and Network Manager to support the Director of Digital Strategy to develop and maintain a rolling strategy for core IT infrastructure across the Princethorpe Foundation.</p> <p>Leading a team, the successful candidate will be responsible for the design, development, testing, implementation, documentation and high-level support of a variety of network and server infrastructure products and solutions internally. They will work closely with the IT Servicedesk Team Leader to manage the workload of IT Services.</p> <p>The successful candidate will also be expected to help design tailored solutions to meet the needs of internal projects including sourcing and introducing new products and services where required. They will additionally have responsibility for the ongoing reporting and management of the IT infrastructure and systems, maintaining agreed service levels and up-times.</p>
<b>Reporting to</b>	Assistant Head (Director of Digital Strategy)
<b>Departmental Information</b>	<p>The IT Support department supports all three Foundation sites, Princethorpe College, Crackley Hall School and Crescent School. All three sites use a combination of on-premise and cloud infrastructure, based around Windows 10 and Office 365.</p> <p>There are on-going projects to extend network services in order to explore latest technology, and this offers great scope for participation, and you will have the opportunity to practise current skills as well as learning new ones and to contribute to 1st, 2nd and 3rd line support.</p> <p>The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same.</p>
<b>Key duties and responsibilities</b>	<ul style="list-style-type: none"> <li>● Lead the IT Infrastructure Team, manage team workload and ensure knowledge is both documented and transferred to the Service Desk team.</li> <li>● Identify training needs within the team and design and deliver a programme of training including materials.</li> <li>● Be responsible for the implementation and management of systems that monitor and maintain the Foundation's core IT Infrastructure.</li> <li>● Be responsible for the ongoing reporting of system security and reliability to Senior Management.</li> <li>● Support the Director of Digital Strategy to develop and maintain a rolling strategy for core IT infrastructure.</li> <li>● Work closely with the IT Helpdesk Leader to manage the workload of IT Services.</li> <li>● Proactively communicate with Senior Management, including at Strategic IT Team meetings and other methods of correspondence.</li> <li>● Design, develop, test, and plan the implementation of network and server infrastructure projects.</li> <li>● Ensure the projects are efficiently planned and delivered to meet team and personal KPI's.</li> <li>● Build, deploy, document and support a variety of IT infrastructure systems, both cloud and on-premise.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure adherence to industry best practice e.g. ITIL.</li> <li>• Ensure the continuing evolution of product knowledge through use of new best of breed, and or best value product selections for projects.</li> <li>• Investigate and resolve 3rd Line Support incidents referred to the IT Infrastructure Team.</li> <li>• Liaise and take the lead when dealing with suppliers and consultants, logging and escalating contractual issues as necessary.</li> <li>• Identify required hardware and software upgrades within customer infrastructure.</li> <li>• Monitor performance and assure maximum uptime, perform ongoing analysis, carry out capacity planning and technical tuning of the Foundation's infrastructure.</li> <li>• Maintain current knowledge of industry trends and potential impact on internal infrastructure.</li> <li>• Provide the Foundation with time critical data required to respond to business needs such as Subject Access Requests.</li> </ul> <p>The Foundation reserves the right to amend these duties from time to time according to business needs</p>
<b>Safeguarding Children</b>	<p>The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>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 or children in the school she/he must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<b>Mandatory training</b>	<ul style="list-style-type: none"> <li>• Safeguarding training</li> <li>• Health &amp; Safety induction</li> </ul>
<b>Hours and place of work</b>	<p>This is a 40-hour a week role. Because of the nature of the job there will be some work outside normal working hours.</p> <p>This is a Foundation wide role, based at Princethorpe College with duties at The Crescent and Crackley Hall Schools.</p>
<b>Salary</b>	<p>£36,000-£42,000 per annum by negotiation, depending on qualifications and relevant experience.</p> <p>The Princethorpe Foundation salary scale is associated with but some way above national scales.</p>
<b>General</b>	<p>The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.</p>
<b>Safeguarding</b>	<p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p>

	<p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website <a href="http://www.princethorpe.co.uk">www.princethorpe.co.uk</a></p>
<p><b>Recruitment</b></p>	<p>The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.</p> <p>The Foundation is an equal-opportunities employer.</p>
<p><b>About the Princethorpe Foundation</b></p>	<p>The Princethorpe Foundation is an incredibly exciting place to work. We pride ourselves on being a warm, kind and caring organisation, as well as being disciplined and aspirational.</p> <p>We cater for a wide range of children from a variety of backgrounds and have an outstanding record of academic success by getting the very best from our pupils.</p> <p>Our schools have amazing histories, beautiful buildings and grounds and are made up of people who are incredibly friendly, bright and energetic.</p> <p>We aim to treat every pupil as an individual, supporting them to grow into mature, resilient, well-rounded and “worldready” young people with a strong set of moral values to guide them through adult life.</p> <p>We have two rules for pupils and staff: “Be kind and always give your very best”</p> <p><b><i>Ed Hester</i></b></p> <p>The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support</p> <p>and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.</p> <p><b><i>Princethorpe College</i></b></p> <p>Founded by the Missionaries of the Sacred Heart in 1966, Princethorpe College is a Catholic, co-educational, HMC independent day school for around 920 pupils aged eleven to eighteen, with around 200 students in the Sixth Form.</p> <p>The College is renowned for its ‘spirit of family’ and the way in which it looks after its pupils and its staff. About one quarter of the children at Princethorpe are Catholic and Christ’s teaching in the Gospels on love, service, forgiveness and generosity of spirit is central to the school’s character and approach to learning. The atmosphere is warm, open and friendly. We combine academic rigour and hard work with a caring and holistic approach to education.</p> <p><b><i>Crackley Hall School</i></b></p> <p>Crackley Hall (IAPS and ISA) and Little Crackers is a high achieving, thriving and happy Catholic school and nursery of around 300 pupils aged 2 to 11 years, situated in Kenilworth.</p> <p>Originally founded in 1862 by the Sisters of Mercy and known as St Joseph’s Convent School, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town.</p>

---

St Joseph's merged with Princethorpe College in 2001 to become The Warwickshire Independent Schools Foundation, now The Princethorpe Foundation. The older girls moved to Princethorpe and the junior school and nursery became co-educational.

***Crescent School***

The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately two miles south of Rugby town centre.

In September 2016, the Crescent School merged with the Princethorpe Foundation.

---

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	Experience of providing technical support in a service environment	Y	
	Practical experience of IT hardware and operating systems	Y	
	Knowledge of both general and specific IT health and safety issues relating to work for both self and all potential users	Y	
	Minimum 5 Years' experience, with a variety of project experience	Y	
<b>Technical job related skills</b>	Windows Server, SCCM, DPM, SCEP	Y	
	Hyper-V, High Availability Cluster, iSCSI, SAN	Y	
	Microsoft SQL	Y	
	Excellent all-round knowledge of Networks (LAN/WAN/Wi fi/Firewalls)	Y	
	TCP/IP, DNS, DHCP and VLANs	Y	
	Microsoft Remote Desktop Services	Y	
	Microsoft Exchange, Office 365, Azure Cloud	Y	
	Backup Solutions (BackupExec/Veeam/Azure)	Y	
	Monitoring Technologies	Y	
	Storage Technologies- HP	Y	
	ITIL experience and exposure	Y	
	Network Security Fabric including edge firewalls, VPNs and anti-virus software	Y	
	VOIP Technology		Y
<b>Personal job- related skills</b>	Ability to lead a team and work in a pro-active manner	Y	
	Ability to deliver quality service whilst under pressure	Y	
	Good communication skills, including written communication	Y	
	Ability to deal with confidential information and an understanding of data protection legislation	Y	
	Ability to manage and support team members	Y	
	Ability to work on own initiative as well as part of a team	Y	
	Good problem-solving and organisational skills	Y	

	Ability to deal effectively with a wide variety of queries	Y	
	Ability to follow existing procedures and make suggestions on improving policies and procedures	Y	
	Attention to detail	Y	
	Enthusiasm and commitment to the aims of the school	Y	
	A conscientious and flexible approach to work	Y	
	Ability to relate well to children and adults	Y	
	Ability to identify own and team members' training needs and propose solutions to address these	Y	
<b>Qualifications</b>	MCSE/CCNA/VCP qualification (working towards at a minimum)		Y
<b>Other requirements</b>	Driving Licence and own transport	Y	

Princethorpe College reserves the right to amend this job description from time to time according to business needs.

## HOW TO APPLY

<b>Application form</b>	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr E D Hester, Headmaster.</p> <p>Completed applications should be sent by email to <a href="mailto:Recruitment@princethorpe.co.uk">Recruitment@princethorpe.co.uk</a> or by post to: Recruitment Co-ordinator, Princethorpe College, Princethorpe, Rugby, CV23 9PX</p>
<b>Closing date</b>	<p>The closing date for applications is <b>Monday 19 April 2021, at 9.00am</b>. Long list interviews are likely to be held later in the same week via MS Teams with shortlisted interviews likely to be held early the following week, at Princethorpe College.</p>
<b>Invitation to Interview</b>	<p>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.</p> <p>All candidates invited to interview must bring with them:</p>
<b>Proof of ID and Right to Work in the UK</b>	<ul style="list-style-type: none"><li>• Current UK passport showing you are a British Citizen <b>OR</b></li><li>• Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland <b>OR</b></li><li>• Full birth or adoption certificate issued in the UK, dated within 12 months of birth.</li></ul> <p><b>And where possible</b></p> <ul style="list-style-type: none"><li>• An official document giving your permanent National Insurance Number.</li><li>• If applicable, your Marriage Certificate or official documentation showing a change of name. <b>See Qualifications below</b></li><li>• If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.</li></ul> <p><i>At least one document must be photographic proof of ID.</i></p>
<b>Educational/ professional qualifications</b>	<p>Qualification Certificates as listed on your application form.</p> <p><b>If the certificate is in your maiden name then a marriage certificate must be produced.</b></p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.</p>
<b>Proof of current address</b>	<p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>