St Joseph's
Convent Preparatory School

46 Old Road East, Gravesend, Kent DA12 1NR
Telephone: 01474 533012
Head Teacher: Denise Buckley B.A (Hons) LL.B (Hons) LL.M (Hons) PGCE

Job Description

St Joseph's is seeking to hire an IT Network Manager to carry out all IT support within the school.

Job Type: From August 2019, Part time, two days per week (days and times are negotiable and flexible), Permanent

Salary: £40,000.00 to £45,000.00 per annum/Pro rata £16,000.00 to £18,000.00

Overview of the role:

The post holder will be responsible for the health, deployment and development of all technical provision within the school, ensuring that they are reliable and that appropriate service levels are maintained.

- Manage the allocation and provisioning of user accounts for network, communication systems and school specific software packages.
- Managing the Network and its virtual and physical security systems including servers, switches, firewalls, routers, web filters, anti-virus and wireless access, along with Office 365 and all operating systems including management of iPads.
- Carrying out routine and ad hoc network management tasks including daily backups, anti-virus checking and other housekeeping tasks, ensuring preventable errors do not occur.
- Configure new workstations, printers, telephones, etc. and install software in accordance with licences. As well as resolving hardware faults, including the repair of IT systems, down to component level.
- Support the use of IT systems throughout the school where there is a need.
- Identifying necessary upgrades to the school networks, advice the senior leadership team and prepare hardware and software costs analysis.
- Maintain a back-up and recovery strategy to ensure minimum downtime in case of system failure including uninterruptable power supplies.
- Ensure secure access to Internet to protect students and data from external threats.
- To assist staff in their delivery of IT throughout the curriculum, including the use of digital tablets and app provisioning.
- To research new hardware options that may becoming available and will be of use in school.
- To ensure all school networks function at an acceptable speed and all machines are capable of the work required in school.
- To ensure the schools network is compliant with all aspects of GDPR.
- Support and instruct pupils and staff in the use of the network, internet and software.

Other duties:

- To undertake training and development relevant to the post

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- To undertake any other relevant duties as directed by the Bursar and Head Teacher to support the schools ongoing development.
- Attending appropriate training courses as may be required.
- To be aware of and comply with the school's policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.
- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Bursar and Head Teacher.

Person Specification – the ideal candidate will have

Education:

- Educated to degree standard
- An appropriate IT technical qualification
- Willingness to undertake further work related training, if necessary.

Experience/knowledge:

- Experience within the IT technical support environment
- Experience of successfully supporting users in the use of IT with varying levels of IT literacy
- Experience of Microsoft Windows Server/Desktop administration
- Microsoft Operating Systems, Microsoft Office and Office 365.
- Experience of installation, configuration, troubleshooting and maintenance of desktop computers, laptops, printers and associated hardware.
- Experience of backup software, networked anti-virus software and firewalls.
- Experience of network software deployments.
- Software and Hardware Asset and Configuration Management, and licensing
- IT Security Awareness and GDPR data regulations.

Skills, Attributes and Abilities**:**

- Ability to communicate effectively
- Up-to-date awareness of the IT market including new developments in software and hardware
- Ability to work under own initiative
- Enthusiasm, energy and commitment

Other requirements:

- Willingness to be flexible with workings hours to respond to the needs of the school.

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Hours of work:

The position of IT Manager is a part time role for two days per week (days and times are negotiable) working both in term time and during school holidays. Normal working hours are 8.00am to 5pm (with an hours break for lunch) although it may be necessary to work some early mornings, evenings and weekends dependent on the fluctuating needs of the school.

Holidays:

The annual leave year runs from September to August and a full year's entitlement is 20 days pro rata, plus Bank Holidays. In addition, the post benefits from extra annual leave during the Christmas shut down period, the timing and length of which varies from year to year but is usually around 5 working days depending on when Christmas and New Year fall. All other holiday time must be taken during the school holidays.

Pension: All support employees are eligible to join the School's pension scheme.

DBS check:

St Joseph's is committed to safeguarding and promoting the welfare of children and adheres to the 'safer recruitment' criteria. Appointment will be subject to satisfactory references and an enhanced DBS check.

Visits to the school are encouraged and can be arranged be contacting St Joseph's Convent Preparatory School on 01474 533012 or by email: secretary@sjcps.org.