



JOB DESCRIPTION

ICT INFRASTRUCTURE SPECIALIST

ICT DEPARTMENT

MAIN PURPOSE OF JOB:

To work as part of the Foundation Services ICT department, providing support for all ICT activities across the Foundation.

MAIN DUTIES:

1. To present a professional image and provide a standard of service that promotes the ICT Services Department.
 2. To act as a trouble-shooter, providing effective and timely solutions across all infrastructure, ICT Systems and hardware.
 3. To be the ICT expert for SAN, blade centre and virtualisation technology.
 4. To be fully conversant with Firewall, core switch and edge switch configuration.
 5. To work as part of a team committed to enhancing the systems and services available to our users.
 6. To work flexibly depending on current ICT works/projects.
 7. To undertake the following:
 - Provide support for all hardware and software in all areas of the Foundation
 - Document core systems and infrastructure
 - Develop our Infrastructure, including physical and virtual systems
 - Maintain and develop all network technologies (*see ICT skills list under the Person Specification*)
 - Support other members of the ICT team
 - Undertake escalated helpdesk calls
 - Proactively monitor the ICT infrastructure
 - Maintain full working backups of all systems, servers and data.
 - Maintain the disaster recovery system, including a full disaster recovery operational procedure
 - Ensure the security and integrity of school ICT hardware, systems and data are maintained
 - Ensuring that we maintain systems to control and monitor the use of the internet, email, ICT and communications equipment in compliance with the School's acceptable use policies
 - Undertaking out-of-hours works/maintenance
 4. To assist in the following areas:
 - Researching and implementing upgrades/replacements of all software/hardware
 - Rolling out ICT projects across the Foundation
 - Developing and enhancing the use of ICT throughout the school
 - Developing standards and training for all areas of ICT
 - Production of statistics from ICT systems
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
 - To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
 - Carry out any other reasonable duties as may be required from time to time within the context of the post by ICT Management.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Four GCSE's grades A-C or equivalent, including English and Mathematics	Essential	Application Form
Educated to A Level in relevant subject or ICT based qualification such as MCSE or CCNA	Desirable	Application Form
Educated to Degree Level	Desirable	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
<p>Competent in the following:</p> <p><u>Windows</u></p> <p>Microsoft Windows Server 2012 R2 / 2016 / 2019 / 2022 Microsoft Exchange 2019 / Online Microsoft SQL 2016 / 2017 / 2019 Microsoft Windows 10 / 11 Microsoft Office 2021 / 365 Microsoft Networking (Active Directory, DNS, DHCP, IIS, RDS) Microsoft Endpoint Configuration Manager</p> <p><u>Systems</u></p> <p>Aruba Mobility Controller Aruba Clearpass VMWare ESXi / VMWare vSphere Mitel MiVB Cisco ESA Cisco AMP Aruba Mobility Controller Anti-Virus - Trend Micro Backup – Backup Exec, Veeam, Backup System Recovery Barracuda Cloud-to-Cloud backup</p> <p><u>Hardware</u></p> <p>Server Hardware – Dell/HP Servers, Dell FX2 Chassis, Dell FC430, Dell VXRail Bladcenter Switching – Dell FN2210S</p>	Desirable	Application Form/ Interview/References

<p>SAN – Dell Compellent SC4020 Fibre Channel Switching – Brocade 300, Dell EMC S5212F-ON Switch Palo Alto Firewalls - PA-1410 / PA-445 HP Procurve/Aruba switches - 8200 / 2900 / 6200 / 6300M / 6405 Backup Hardware – Dell / HP Tape loaders, NAS, Exagrid</p> <p><u>Misc</u></p> <p>Microsoft 365</p>		
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Ability to work on own initiative, plan, organise and determine priorities to meet tight deadlines	Essential	Interview/References
Excellent organisational skills with good attention to detail	Essential	Application Form/Interview
Proactive and professional manner	Essential	Application Form/Interview
Ability to establish good relationships with people	Essential	Application Form/Interview
Good communication skills, both oral and written	Essential	Application Form/Interview
Ability to work effectively within a team and collaborate towards common objectives	Essential	Application Form/ Interview/References
A desire to learn and develop personally	Essential	Application Form/ Interview/References
Willingness to work flexibly on occasions	Essential	Application Form/Interview
Applies new concepts where solutions do not already exist	Essential	Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview/References



TERMS AND CONDITIONS

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SALARY
The salary will be between point 17 and point 26 (£30,247 and £36,923 per annum) on the Bolton School Support Staff Salary Scale, dependent on skills and experience.
HOURS OF WORK
35 hours per week, between Monday and Friday, all year round, 7 hours a day between 8.00am and 5.00pm with 1-hour unpaid lunch break per day. You will be required to work School Open Day, which normally takes place on a Saturday in October. To work occasionally outside normal business hours as required by projects or serious faults.
HOLIDAY
20 days annual holiday, additional days holiday between Christmas and New Year plus public holidays.
LINE MANAGEMENT
ICT Services Assistant Manager
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• Lunches will be provided free of charge on campus.• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).• Life Assurance cover up until the age of 65.• Access to a free Employee Assistance Programme.• Training and development opportunities will be offered.• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.

- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.