

Position of
**IT SERVICES AND DATA
SYSTEMS MANAGER**

Yarm School,
North Yorkshire



YARM SCHOOL

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



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IT SERVICES AND DATA SYSTEMS MANAGER

This is an exciting opportunity for an experienced and suitably qualified IT practitioner in managing and optimising the day-to-day delivery of IT services and data systems in one of the UK's leading independent day schools.

The IT Services and Data Systems Manager would manage and maintain the School's management information systems (iSAMS) to ensure that information is effectively managed and integrated with School systems and procedures and that a comprehensive and cohesive support service is provided to the school.

The role would include overseeing, developing and maintaining the School's data systems and use of data across the school, providing clear, concise and accurate information reports to raise standards of teacher, subject, department and pupil performance and ensuring that all data returns are accurate and submitted on time.

The successful candidate will also be responsible for the line management of the IT Services and Data Systems team consisting of the Network Manager, Assistant Network Manager, a Support Technician and MIS Administrator.

Main Functions:

- Manage the school's data systems and provide advice to support the development of digital strategy across the organisation;
- Improve and develop the data systems to efficiently collate data that can be used to improve performance across the organisation;
- Maintain a broad knowledge of relevant and current cloud and on-premises technology and associated policy issues to support the IT and data systems development of the organisation;
- Liaise with the Director of Digital Strategy to develop and implement a whole-school digital strategy in line with the School's objectives and needs;
- Whilst having a hands-on approach; promote technical skills development and professional working practices.

Line Manager:

Reporting to the Director of Digital Strategy.

Key duties and responsibilities:

1. Develop and maintain a detailed working knowledge of all areas of the School's management information systems (iSAMS) and other data systems;
2. Work closely with the other members of IT Services and Data Systems team to ensure that the organisation's data systems are up-to-date and fully operational;
3. Work closely with the other members IT Services and Data Systems team to enhance and optimise the organisation's use of data to underpin focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible;
4. Liaise with the Director of Digital Strategy on the strategic development of the organisation's data systems;
5. In conjunction with the School Examination Officer, assist with examinations data entry, import, administration and results analysis;
6. Liaise with the School Manager to ensure that data is secure and that the organisation's policies on data protection and data handling are adhered to;
7. Liaise with the appropriate Support Staff Managers to design, manage and monitor systems relating to the administrative functions of the organisation (e.g. Finance, Estates, HR etc);
8. Support, develop and deliver training for all staff with regard to the organisation's data systems;
9. Line manage the personnel within IT Services and Data Systems team, currently four;
10. Monitor processes and procedures to ensure effective and efficient management and delivery of IT support services to support teaching & learning within the school; Evaluate and develop end-user support to ensure it is effective and efficient, optimising the deployment of IT-related equipment and resources to create a robust and resilient service;
11. Liaise with the Network Manager to ensure that hardware and software are deployed, installed and maintained in accordance with the requirements of the organisation's policies and vision for Digital Strategy;
12. Liaise with the Network Manager to ensure that backup and disaster recovery procedures are in place, tested and fit for purpose;
13. Take responsibility for developing and monitoring risk assessments as appropriate;
14. Demonstrate an active commitment to ongoing professional development in support of the organisation's policies and vision for Digital Strategy;
15. Encourage innovation within the IT Services and Data Systems team and contribute ideas to ensure continuous improvement of IT support to teaching and learning;
16. Undertake any duties, consistent with this position, which might, from time to time, be reasonably assigned by the Director of Digital Strategy or members of the Senior Management Team.



IT SERVICES AND DATA SYSTEMS AT YARM SCHOOL

Yarm School's IT services and data systems span across 3 main sites (Pre-Prep, Prep & Senior school) to provide a unified experience throughout the organisation.

In 2022 the School migrated from a bespoke MIS developed in-house, to cloud-hosted iSAMS. This provides access to student and staff records, including medical information, as well as timetables, student reports and behavioural record keeping. iSAMS also includes a parent portal to enable instant access to student reports and important communications to and from home. The school also utilises a variety of iSAMS & Google integrated platforms which facilitate the administration of our calendar, sports fixtures, the booking of shared rooms/facilities and advanced HR Management.

The network infrastructure, managed by our Network Manager, consists of a fibre optic backbone linked by Cisco Meraki switches providing fault tolerance and improved bandwidth. We also have Cisco Meraki Wi-Fi points installed across all sites to provide near site-wide coverage.

The main Internet connection is load balanced between 2x 1Gbps circuits (from different ISPs) which are used in tandem to provide both automatic failover and optimal traffic flow. Our Meraki firewall provides high-level security against intrusion and malware while also providing content filtering for all users. This works in tandem with our anti-virus software (Sophos) which helps keep the network clean and free of unwanted/malicious software.

The main server hardware consists of 4 main nodes configured as a failover cluster which host 11 virtual servers, providing various resources and services ranging from simple file servers to follow-me printing solutions.

Our end-user devices are a combination of Intel i7 Gigabyte Brix & Lenovo ThinkCentre M75s Gen2's running Microsoft Windows in office environments and classrooms (teacher and fixed IT suites), and a fleet of 1200 1-to-1 Chromebooks used by staff and pupils on a daily basis, fully utilising Google Workspace for Education Plus across our domain for productivity and classroom tools.

THE POST

The post is a permanent, full-time appointment working during term time and school holidays. The normal hours of work are 37.5 hours/week, Monday to Friday, with half an hour for lunch, which is provided free of charge during term time. The standard holiday entitlement for support staff is 21 days' annual leave (increasing to 24 days with increasing length of service), plus Bank Holidays and 4 additional days holiday between Christmas Eve and New Year. The indicative annual salary range is between £38k and £43k.

The starting salary will be competitive based on qualifications and experience. The position will be reviewed after the first 3 months and will become permanent if this probationary period is completed satisfactorily. After a qualifying period, support staff are entitled to join the generous Yarm School Pension Scheme. Yarm School operates a no-smoking policy.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the school; failure to do so will result in the application being rejected. All questions must be answered. The candidate may also submit a Curriculum Vitae if he/she wishes but this is not a requirement. Applications must be submitted by email, with a covering letter explaining why the candidate and post are mutually suited.

Applications should be e-mailed to the HR Assistant, Mrs Joanne Foggett, as soon as possible and no later than midday on **Monday 26th June 2023**. We reserve the right to interview before the closing date if appropriate to the context of the field. Interviews are likely to be held on the mornings of Wednesday 28th June or Friday 30th June.

Applications should be submitted to: HR@yarmschool.org.
Yarm School, The Friarage, Yarm, TS15 9EJ
Tel. 01642 786023
www.yarmschool.org

The Application Form is available on the Yarm School website under "vacancies". Please email if you have any difficulties or queries.

