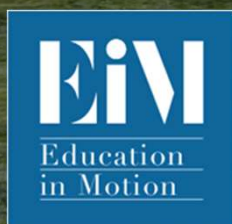Brief for the position of

Head of IT Systems

SHERFIELD
SCHOOL

Nursery • Junior Prep • Senior Prep • Senior • Sixth Form

EiM
Education
in Motion

Contents

Background

Sherfield School is an outstanding, all-round academic, active and creative school where students thrive and flourish as they experience the excitement and enjoyment of learning.

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for students from 3 months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Through a rich variety of experiences, students at Sherfield become passionate and creative problem solvers, ready to contribute to a global society. As ambitious, enterprising, inventive and innovative young minds, they develop the confidence, resilience and resourcefulness to be successful in tackling the challenges life presents to them. Through academic rigour and a supportive environment, they grow strong, self-assured and motivated by each Sherfield experience.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the students' best futures.

The school community knows and cares for each other and foster an environment where students and staff feel supported whilst building strong and ambitious futures. Together they build a powerful culture of creativity that is without boundaries. Sherfield pupils are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

The school prides itself in their close relationship with parents and place great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find embedded in the school's culture.

Mission & Aims

Vision

Our students create a positive impact, inspiring change and a better future.

Mission

Ad Vitam Paramus – Preparing for Life. We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.'

Core Values

Respect: Valuing every voice in our community.

Kindness: Acting with empathy towards others.

Courage: Having the strength to do the right thing.

Teaching and Learning

Sherfield follows the national curriculum up to year 8, the students then study a range of GCSE subjects for three years, and in their final two years of education, are offered a wide variation of A-level and BTEC subjects.

Subjects range from traditional academic subjects, such as Economics, Geography, and the Sciences, to more practical subjects, such as Drama and Theatre Studies, Music, and Product Design. There is also an option for A-level students to undertake the Extended Project Qualifications (EPQ).

Teaching and Learning at Sherfield is excellent and based upon core values of confidence, creativity and connection, developing exceptional experiences for students through a framework of challenge, ownership, dialogue and engagement.

Sherfield believes that teachers have the greatest influence upon the learning and progress of students and therefore as a team they strive for the best.

Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing students for life.

Aims

Sherfield aims to teach each student using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against student progress and achievement.

The School aims to teach every student how to learn so that they become fast, independent, confident, and self-motivated lifelong students by:

- Teaching students how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

Sherfield aims to treat each person as a successful student by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

Enrichment

The ethos of enrichment at Sherfield centres around the school's motto – *Ad Vitam Paramus – Preparing for Life*.

The AVP Diploma broadens and deepens the curriculum. Pupils volunteer and support in the community, gain further qualifications, fundraise, and develop their environmental awareness and much more.

The initials AVP form the backbone of the activities:

A *Accreditation* – a programme of study to receive a recognised award.

V *Volunteering* – give something back to the community.

P *Practical* – learn a new and useful skill.

Pupils can choose from a wide range of activities in consultation with their parents at the Enrichment Fair at the start of the year with staff on hand to offer guidance and support. There is something for everyone and most importantly, an opportunity for them to track their progress and maintain a permanent record of achievement.

Each year, pupils will progress through the programme and work towards the Bronze, Silver, and ultimately the Gold and Platinum Diploma.

Pupils track their progress using an online record which can then be saved as a document to show how they have extended their skills, and their reflections, of this when applying for the next stage of their education/career to set them apart from other applicants.

Pastoral and boarding

Sherfield offers full boarding, weekly and flexi boarding options for nine to 18 year olds.

The school operates a shuttle service for weekly boarders to and from Basingstoke railway station, which offers direct trains to London Waterloo every 15 minutes and a journey time of only 47 minutes. Allowing students to enjoy the beautiful countryside location during the week and the city at weekends.

Sherfield places great emphasis on empathy, motivation and social and cultural awareness and pupil wellbeing is at the heart of Sherfield from its youngest to most senior students.

Learning is tailored to every child's talents and needs and children are given individualised support, made possible by smaller class sizes. Sherfield staff aim to ensure each child achieves their full academic and personal potential in a nurturing environment as they progress through school.

Teachers and tutors see the importance in parent cooperation and maintain close relationships with parents throughout each child's entire time at school.

Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests.

Every term there are updated programmes of music, languages, sports and hobbies available to all pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful extracurricular activities, ranging from horse riding and fencing to origami.

The Arts

Drama: The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

Music: Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to-day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in the Junior-Prep and Senior-Prep take part in choir which encourages the children to have confidence in themselves from day one.

Creative: Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in the open plan art studio complex.

For more information about Sherfield School, please visit: **https://www. sherfieldschool.co.uk/**

Education in Motion

Sherfield is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwise', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short. A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school. Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwise'.

For more information about EiM, please visit: **https://www.eimglobal.com/**

The Role

The successful candidate will play a crucial role in the education of students at Sherfield School. As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to develop and succeed.

We are seeking to appoint an experienced Head of IT Systems to provide day-to-day management of the School's IT systems. The Bursar requires the Head of IT Systems to lead, manage and develop the IT services delivery to meet the performance standards required of an outstanding School.

While this position would suit someone experienced with working in an educational setting this is not essential.

We are looking for a knowledgeable, highly adaptive problem solver with an excellent understanding of high-level customer service.

Purpose

- Strategic and operational management of the IT service delivery, data and cyber security, infrastructure and facilities of the whole School.
- This role is pivotal in the implementation of the IT strategy and vision.
- Ensuring the school has a robust and stable platform to enhance the experience for teaching, learning and administration.

Principal Accountabilities

- To undertake routine network maintenance at specified intervals, implementing security and virus protection measures, setting up and maintaining user accounts and user groups, and maintaining logs of usage/faults as required;
- To plan for major developments of the IT service and project manage their implementation;
- To support the full range of financial planning for IT and help to estimate future budget requirements, including 5-year plans and forecasts to support lifecycle renewal plan;
- To lead, motivate and develop the IT team to provide excellent services embracing best practice, innovation, continuous improvement, development in technology, robust solutions, security of systems and delivery;
- To lead on the development and implementation of IT strategy and revise the strategy as appropriate, being a key member of the SHF Technology Steering Committee to support the school's education strategic goals;
- Work with EiM Head Office IT on strategy and guidelines in the development of IT strategy and services.

- To maintain the school's IT hardware
- To manage the School's IT assets and software inventory;
- To manage the capital and operational budgeting for IT Services;
- To assist with the development and implementation of relevant IT policies, best practice IT control points, procedures and processes in line with current and future national policy and compliance with all relevant regulations, guidance and legislation, including data protection and safeguarding security;
- The Head of IT Systems will be the responsible Data Protection Officer, ensuring that the organisation processes the personal data of staff, pupils, visitors, or any other individuals in compliance with the applicable data protection rules.
- To work with the DSL on an e-safety education programme and ensure that the ICT Acceptable Use Policy is operated effectively;
- To test and install new software, hardware and peripherals within level of competence;
- To provide a support role to all school staff including user account management and IT helpdesk functions;

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The Role contd.

To check regularly and maintain peripheral equipment such as scanners, printers, whiteboards, projectors to ensure that these are functioning and available to users;

To manage ordering of equipment, materials and consumables as required, to ensure that value for money is obtained, appropriate levels of stock are held and that replacement supplies are obtained before stock runs out;

To set up portable ICT equipment as required by staff to support lessons, school events or extra-curricular activities;

To ensure that correct and safe procedures are used during the preparation and setting up of equipment;

To undertake risk assessments for Display Screen Equipment users, and advise on safe use;

Manage the VoIP telephone system for internal and external communications

To liaise with the school's off-site IT support contractors in advance of major projects or where local knowledge is insufficient to resolve issues.

To advise on strategic IT policy and be an active contributor in developing the IT infrastructure at the school.

Management Accountabilities

To line-manage the IT Technician, promoting a teamwork approach, encouraging motivation, and setting realistic and agreed-upon targets.

To be responsible for the effective Appraisal and Performance Management of IT Support Staff and ensuring training plans are prepared and monitored

To undertake any other duties as requested by the Bursar and Senior Management Team and commensurate with the post.

General

Undertake other such reasonable duties as may be required from time to time;

Work towards and support the company's vision and objectives;

Support and contribute to the school's responsibility for safeguarding pupils;

Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors;

Work within the company's Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;

Engage actively in the performance review process;

Adhere to policies and procedures as set out in the school's Employment Handbook or other documentation available to all staff.

The Person

The successful candidate will bring the following qualifications, experience, skills and knowledge, leadership style and personal attributes.

Essential Skills and Experience

- Google Cloud or Google workspace, MS365
- Cyber Security best practices – including end point protection and vulnerability management.
- Cambium Access Points
- Ubiquiti and Cisco Switches
- IP Cortex Telephone system
- Paxton door system
- Kyocera Printers
- Chromebook and Windows OS devices
- VMware system
- HP Servers and SAN storage system
- 1st – 3rd line support
- Educational technical support

- Active Directory, DNS & DHCP – All general tasks
- Windows Server – Deploy, Configure, Maintain
- Network Administration – Switch configuration, vLANs, Trunks, etc. (Experience with Cisco & / OR Dell would be beneficial)
- Firewall / Web Filtering – Administration & Maintenance (Ideally Smoothwall)
- Wi-Fi Network – Administration & Maintenance
- Experience in documentation, producing highly detailed technical documents outlining and explaining the system, service or network
- Ability to communicate higher up the chain (to non -T professionals) with regards to system outages, upgrades, new services, etc.

Hours
40 hours per week, Monday to Friday, 8am to 5pm
Permanent full-time, 52 weeks. 25 days holiday plus UK bank holidays

Benefits
Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
Contributory Pension Scheme;
In-house training;

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CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	■ GCSE (or equivalent) English, Maths, ICT.	■ Networking or IT qualification (QCF Level 6 or higher)
SKILLS AND ABILITIES	■ Confident user of a range of hardware and operating systems.	■ Confident user of the majority of desktop applications, including educational software.
	■ Well organised, able to approach work methodically, prioritise and meet deadlines.	
	■ Good written and verbal communication skills.	
	■ Competent at reading and following verbal and written instructions.	
	■ Good interpersonal and teamwork skills.	
	■ Problem solving skills.	
	■ A working knowledge of network systems, their installation and maintenance and adaptation.	
	■ Can demonstrate good working practices in relation to the handling and usage of ICT equipment.	
	■ Awareness of client/server-based applications (e.g. MIS system).	
	■ An understanding of child protection issues.	

CRITERIA	ESSENTIAL	DESIRABLE
ATTITUDE / APPROACH	■ Able to form good working relationships with colleagues, and to relate appropriately to pupils.	
	■ Reliable and good time-keeper.	
	■ Able to work calmly and respond to occasions when work needs to be done urgently.	
	■ Discreet and able to deal with confidential information.	
	■ Able to respond flexibly to the demands of working in a school environment.	
	■ Willingness to contribute to extra-curricular activities and school events.	
	■ Creative problem solver with a 'can do' attitude.	
	■ Willingness to learn new skills.	
	■ Has initiative and can work independently without excessive supervision.	
EXPERIENCE	■ Relevant experience in the installation, maintenance and repair of ICT equipment in a small or medium-sized organisation.	
	■ Experience of working in an educational setting.	

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How to Apply

The closing date for applications is **Monday 17th March 2025**

Interviews will take place week commencing 24th March 2025

Early applications are encouraged, and we reserve the right to interview outstanding candidates before the closing date.

In order to apply, please complete the Sherfield School Application Form (available to download from www.sherfieldschool.co.uk) along with a short covering letter or email which sets out your interest in the role.

Please include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter/email via e-mail to Anna Gray, Head of HR at **hr@sherfieldschool.co.uk**

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Diversity, Equity, and Inclusion

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions,

and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.

Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.

Safer Recruitment Practice

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection.

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.

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