



RADLEY

IT Security/Network Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Radley College

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford. Founded in 1847, the vision was to offer a different education from that offered by most public schools. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually.

The hallmark of Radley remains its warmth, generosity and kindness. It is an extraordinarily busy and vibrant place. Further information about the school may be found on our website.

We are looking to appoint a new IT Security Officer / Network Manger to join a highly technical and motivated IT team in a 'can do' department. You should have an in-depth knowledge of the following: Firewalls, Antivirus, Email Protection Applications, Networking, Windows Systems, VMWare, it would be an advantage to have previous experience of HP Networking, Aruba Wireless, ClearPass, Barracuda and Nessus. The IT department is very much involved with all aspects of the school and its infrastructure.

You will be involved in new tech projects and upgrades, as well as working on day-to-day issues. Working closely with the IT team you will be responsible to the IT Systems Manager. We are a small team of 7 looking after a user base of 1,300 over an 800-acre site that includes teaching, administration, residential home networking and leisure facilities.



The Role

This role will require you to:

- Actively improve/advise/monitor all aspects of IT/Cyber security
- Management of Antivirus and other protection systems
- Management of Firewalls
- Assist in the infrastructure decisions within the College site
- Assist with the update/management of hardware and software
- Have a good knowledge of Active Directory, Policies, PowerShell, and Scripting
- Jointly help with management of Microsoft 365 (development, configuration, maintenance)
- Manage Backup/Restore procedures and systems
- Manage Networking Infrastructure
- Manage Wi-Fi Infrastructure
- Provide support dealing with incidents, daily checks, upgrades, changes, backup & monitoring
- Understand and improve monitoring infrastructure
- Assist other members of the IT team in the general support of systems and users

Hours of work

This is a term time plus position, working the College's term dates (c 33 weeks per year) plus 5 days each term during the Christmas, Easter and Summer breaks. This is usually split between the start and finish of the school term.

- Monday to Friday 8:00 – 17:30 (term time)
- Saturdays 8:00 – 12:45 (on a rota basis approx. 2 Saturdays per term, 6 per year)

Shared cover of emergency support (on call). This support is 365/24 when you are on call. There is inevitably some flexibility required around working hours to fulfil the needs of the school. Responses to IT security incidents can be any time so a flexible attitude to support is needed.

Pay and benefits

- Competitive salary, according to skills and experience.
- Holidays - usual College holidays except as set out above. Where the school is in session on a bank holiday this forms a normal working day (usually only the first May bank holiday).
- College Sickness scheme.
- Pension - contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme)
- Wellbeing - reduced membership of the school's sports centre and other sporting facilities, including a 9-hole golf course
- Employee Assistance programme
- Free meals during term time
- Electric car benefit scheme
- Professional development and training

How to Apply

Applications must be submitted via the link on the school website.

If you would like to have a chat about the post, and to ask any questions, please contact the Head of Department, Jon Buzzard (jb@radley.org.uk).

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.