



IT Infrastructure Manager

For further details please go to the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team
or email hr@thomas-s.co.uk

thomas-s.co.uk



Application Details

We are seeking a skilled and experienced IT Infrastructure Manager to manage the group's IT infrastructure and mobile devices. The successful candidate will be responsible for ensuring the smooth and efficient management and operation of our IT infrastructure and mobile devices.

The Recruitment Pack should be read alongside the information available on our website.

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Please note that referees will be contacted prior to the interview.

This is a full time role (Monday to Friday 08:00 to 17:00) with occasional requirements for out of hours work and support.

Salary:

£40,000-£45,000 per annum

Closing date:

9am Monday 2nd March

Start date:

To be mutually agreed

For further details go to the Thomas's London Day Schools website:

thomas-s.co.uk/join-our-team

or email:

hr@thomas-s.co.uk

Benefits

- **Continuous Professional Development opportunities**
- **Employee Assistance Programme**
- offering a wide range of benefits to support employee physical, mental and financial health needs
- **Group Personal Pension Plan**, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- **Death in Service Benefit**
- **Cycle to Work Scheme**
- **30 days annual leave plus bank holidays.**

Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

Thomas's London Day Schools

Welcome

A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day School*

The Role

IT Infrastructure Manager

Reporting to: IT Operations Manager

Key Responsibilities

Networks, Workstations and Mobile Devices:

- Monitor and manage the group's network infrastructure, workstations and mobile devices with the team of onsite IT support personnel.
- Oversee the security and maintenance of the school's IT infrastructure, including networks, servers, workstations, mobile devices and other IT hardware.
- Monitor all IT systems to ensure optimal performance and reliability.

Mobile Device Management:

- Ensure timely and effective technical mobile device support to all staff and students.
- Resolve issues and escalate to external support as necessary.
- Develop and maintain standard operating procedures and documentation for this role and troubleshooting procedures.

Access Control and CCTV Systems:

- Monitor and manage the groups Access Control and CCTV systems for optimal performance and reliability.
- Assist with CCTV access requests.

Stock and Asset Management:

- Assist with the procurement, deployment, and lifecycle of hardware assets.
- Maintain an accurate inventory of the IT infrastructure, Mobile Devices, Access Control and CCTV systems.

Support

- Provide first-line, on-site support cover as required, typically during periods of staff absence due to sickness or leave.
- Provide second-line support for the aforementioned areas of responsibility.

Responsibilities for specific technologies and systems

- **Meraki:** Network management
- **NinjaOne:** Endpoint management
- **JamfPro:** MacBook mobile device management
- **JamfSchool:** iPad, iPhone and Apple TV mobile device management
- **CCTV:** CCTV systems and servers
- **Net2:** Access Control
- **Inventory:** Staff and guest sign in system

Person Specification

Qualifications and Experience

Education

- Relevant professional certifications (e.g., CompTIA, Microsoft, Cisco, Jamf) are highly desirable.

Experience

- Proven experience in an IT management role, preferably within an educational setting.

Technical Skills

- Strong knowledge of network infrastructure (LAN/WAN, Wi-Fi).
- Proficiency in Windows Server environments.
- Experience with virtualisation technologies (e.g., VMware, Hyper-V).
- Experience with mobile device management (MDM) and MDM systems.
- Familiarity with various operating systems (Windows, macOS, iOS, Android).
- Understanding of cybersecurity best practices and data protection principles.

Soft Skills

- Excellent communication and interpersonal skills, with the ability to explain technical concepts to non technical users.
- Strong problem solving and analytical abilities.
- Highly organised with excellent project management skills.
- Ability to work independently and as part of a team.
- A proactive and adaptable approach to technological advancements.

Desirable Attributes

- Experience with school-specific management systems (e.g., MIS, VLEs).
- A passion for technology and its application in education.





**Be Kind
Be Thomas's**