WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

Academic Year 2025/2026

Dear Colleague

IT NETWORK & SYSTEMS MANAGER

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where our students make excellent progress. OFSTED graded the school in March 2025 as Outstanding in all areas and commented "Pupils achieve particularly well at this school due to the ambitious curriculum provided. Pupils are highly engaged and focused in lessons. A clear sense of care resonates through this truly inclusive school."

We are seeking to appoint someone to work alongside teaching staff and existing pastoral systems to provide an additional layer of support to the students in our school and make a positive impact on their lives. You will be flexible, supportive and able to work on your own initiative. Experience of counselling/mentoring is desirable but not essential.

Staff here are supportive, caring and as a new member of staff, you can expect a warm welcome. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached job description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply and encourage applicants from male backgrounds as we are currently underrepresented in this area.

I look forward to hearing from you.

Yours sincerely

J.E. Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.
Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks.
It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.
Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.

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IT NETWORK & SYSTEMS MANAGER
37.5 hours per week, full time (half an hour unpaid lunch) – 25 days' annual leave (increasing with length of service)
Salary – £68,275 per annum (MG2)

JOB DESCRIPTION
Responsible to: Assistant Headteacher

Job Purpose
- To lead the delivery of IT Services so that school staff are effectively supported in their delivery of short and longer-term educational ambitions.
- To lead the management of all IT network, staff, resources and contracts, ensuring the optimisation and effective delivery of services
- To coordinate all IT activities to ensure the availability of systems, services and data to all stakeholders.
- To work to ensure that IT is regarded as a strength of the school by providing the strategic leadership and management to ensure the successful development of the IT provision.

Main Duties and Responsibilities
- Develop a strategic plan – in partnership with other senior leaders – for future technical developments (including the support of online learning) across the school.
- Lead – in partnership with other senior leaders - decisions about procurement of new hardware and software.
- Strategically plan for both preventative and reactive actions arising from threats to cyber security and other external risks. This includes the development and maintenance of the ICT disaster recovery plan.
- Review IT networks and systems on a regular basis to ensure that they meet the needs of the school.
- Develop and implement a strategic plan for the improvement of the schools wired and wireless network to ensure that it can support the schools current and growing IT needs including national developments in teaching, learning and assessment expectations.
- Report to the Governing Body when appropriate with regards to the IT network, digital strategy, and cybersecurity
- Review IT networks and systems on a regular basis to ensure that they meet the needs of the school.
- Provide support to teachers on a regular basis to facilitate the highly effective use of ICT to support the highest possible standards of teaching and learning, and the most efficient communications systems for all stakeholders.
- Manage the IT Technician team consisting of 4 full time technicians. Organise a structured approach to working collaboratively, assign responsibilities, set targets, monitor progress, and support the development of the team.
- Support and encourage the vision and values of the school and take responsibility for meeting the objectives through policies and procedures related to the management of the network.
- Prepare and manage the system to cope with expected future requirements of the network, online examinations etc.

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Operational

- Overall responsibility for the network infrastructure and the efficient and secure working of the system.
- Development of clear systems and procedures for the maintenance, back-up and recovery of the network and its data and their clear documentation.
- Management of the network structure and maintenance of the computer-related hardware throughout the school ensuring updates regularly take place.
- Develop and implement a rolling program of replacement and renewal for hardware and software which meets the schools needs and budget.
- Support the IT Technician Team by providing detailed knowledge of the administration and support of Microsoft applications, MS365 as well as server hardware and software support.
- Lead on all aspects of cyber security for the school, line managed by the SLT digital lead.
- Deputise for the SLT digital lead and work consistently to ensure the integrity of the school's electronically held information by performing regular reviews and testing of backup solutions, disaster recovery, planning and input into the school Business Continuity Plan and all aspects of the risk register that are related to the network.
- Ensure the security of information held on the school's database system/s including archive files and historical data. This includes data held/backed up offsite. Lead on meeting the requirements of the data retention policy for all aspects of this policy related to the network.
- Identify problems and ensure their prompt resolution, advising their manager of issues, potential improvements and projected developments.
- Support the delivery of INSET programmes for all staff and identify and develop professional development opportunities that are bespoke to the needs of staff at the school.
- Arrange IT provision for school and public examinations.

Network Maintenance and Security

- Manage the operation of the school's information and communication networks including switches, cloud-based solutions and the installation of additional network components, undertaking appropriate upgrades and repairs.
- Ensure that staff and students have an efficient, robust, reliable and secure IT environment, including back up schemes for all IT environments.
- Ensure security of work on the network by maintaining a regular programme of backing up including cloud-based solutions, setting and monitoring access levels of all users and ensuring that anti-virus software, systems and procedures are in place and regularly updated at timely intervals, including filtering systems.
- Ensure that all data is handled confidentially and meets the school's data protection policy and GDPR requirements.
- Development of a relationship with a third party which can offer support on significant network decisions, projects for development and improvement of the network, IT technical training and industry benchmarking.
- Investigation and development of new or existing applications where they may assist the work of the school community.
- Liaison with LGFL or other broadband and filtering providers to ensure systems are up to date and to solve any filtering and broadband issues including working with the Designated Safeguarding Lead to meet the requirements of Keeping Children Safe in Education.
- Ensure the effective operation of the schools' CCTV, digital signage and telephone systems. Manage the telecommunications system including academy trust mobile devices.

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- Maintain an up-to-date database of IT licenses and contracts across the school to ensure that the school is meeting its legal obligations.

Personnel

- Management of the IT Technicians in their duties, providing guidance and training where necessary. Monitoring workloads of this team to meet needs including cover for absences, delegating tasks appropriately.
- Complete performance and development reviews for the Network Team.
- Support the recruitment process of IT technicians and ensure a thorough programme of professional development is in place and regular team skills audits undertaken.
- Management of the school's ICT helpdesk, deploying staff to ensure prompt resolution of issues which arise and having a clear record of work completed.
- Training and supporting staff, when reasonably required, in the use of software relevant to their work in the school.
- Liaison with and support of other computer users whose work may include some technical aspects of the system, in particular those colleagues responsible for Arbor (or equivalent MIS), Google, Microsoft and all licensed digital platforms and examination entries and academic data management.

Administrative

- Responsibility for the maintenance of reasonable stocks of consumables and spares related to the maintenance of computing equipment.
- Regularly review and monitor the performances of suppliers against contracts and service level agreements, and licences, reporting issues to their line manager.
- Undertake and ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by their line manager, the Headteacher and the Governing Board.
- Document –plans/drawings – locations of equipment, switches and cabling.
- Ensure compliance with data protection regulations.
- Manage stocktakes of all resources and equipment and ensure inventories are kept up to date including signing resources out/in to staff so that school assets are tracked and protected. Maintain an accurate asset register.
- Manage stock, including ordering, returns, liaising and negotiating with suppliers.

General

- Attend, or arrange adequate network cover for parents' evenings, open days, school events and meetings as required.
- Be responsible for the effective management of budgets within their remit and negotiate best value rates with contractors and suppliers and to liaise with the Finance Lead/SBM.
- Ensure that financial procedures such as placing purchase orders and authorising invoices for payment are carried out as required.
- Attend relevant meetings and training sessions as required.
- Arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- Keep up to date with developments, current initiatives and changes in their field and communicate this to staff as appropriate.

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- Involvement in any other related aspects of ICT work in the school, as reasonably required by the Headteacher and/or senior leaders with responsibility for emerging technologies.
- To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification
The person appointed will need:
- Demonstrable detailed knowledge, experience and understanding of Network Management in a related field.
- To either hold, or be working towards, a graduate degree or Level 7 qualification.
- Experience of working with large IT networks.
- Excellent interpersonal skills in order to lead and manage others, delegating tasks appropriately.
- The ability to learn quickly and to maintain an up-to-date awareness of relevant ICT developments.
- To use initiative to develop the role of ICT in the school.
- An excellent punctuality and attendance record
- Strong organisational abilities with a proven capacity to prioritise tasks, meet deadlines, and maintain composure under pressure.
- Willingness to work in a fast-moving environment of constantly changing priorities.
- The ability to take initiative and work independently, while also being a collaborative team member with a positive hands-on attitude.
- Excellent attention to detail and accuracy
- Excellent verbal and written communication skills, capable of engaging effectively with a diverse range of stakeholders, including students, staff, parents/carers, and external agencies.
- To be highly self-motivated, enthusiastic, and hardworking, with a flexible approach to tasks and responsibilities.
- A willingness to develop their own expertise and that of students and staff.
- A commitment to, and enthusiasm for, working with students in a co-educational, multicultural comprehensive school.
- A commitment to maintaining confidentiality and exercising reliability, honesty and discretion in all matters.
- A proactive approach to identifying and resolving issues effectively with a logical approach to problem solving.
- A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- A commitment to the principles and practice of safeguarding all young people.

Academic Year 2025/2026