RADLEY

IT Infrastructure Engineer

Abingdon, Oxfordshire

KEY INFORMATION

Following the recent retirement of our long-serving IT Systems Manager and a strategic departmental restructure, Radley College is seeking to appoint a capable and committed IT Infrastructure Engineer to join our IT Services team.

This is a pivotal role responsible for the day-to-day management, support, and ongoing development of the College's core IT infrastructure. From maintaining virtual and physical server environments to administering Microsoft 365 and ensuring robust cybersecurity measures are in place, the successful candidate will play a key role in ensuring the resilience and performance of our IT systems.

You will work closely with the Head of IT Services and the wider team to deliver high-quality, dependable support to staff and students alike. This position would suit someone with strong technical knowledge, a methodical and reliable approach, and a genuine commitment to maintaining and improving the IT services of a well-established educational institution.

The small team of 7 look after a user base of 1,300 over an 800-acre site. Key customers include students, staff (teaching and operational), residential home networking and leisure facilities. The IT team works very well together and has a fantastic 'can do' attitude.

Key Responsibilities

Infrastructure Maintenance & Support

- Maintain and support Windows server environments (physical & virtual).
- Administer VMware ESXi systems and SAN infrastructure.
- Manage core services: Active Directory, Group Policy, DHCP, DNS.
- Support Microsoft 365 and endpoint lifecycle management.
- Maintain IT asset and license records.
- Enforce endpoint compliance via Microsoft Intune.

IT Security

- Deploy security patches and updates.
- Support cybersecurity monitoring and advice.
- Assist with backups, disaster recovery, and continuity plans.
- Support data protection compliance (e.g. GDPR, Cyber Essentials) and audits.

User Support & Collaboration

- Provide 2nd/3rd line support to users.
- Recommend service improvements to IT leadership.
- Deliver software and hardware support.
- Liaise with vendors and stakeholders.
- Maintain technical documentation.
- Support special projects and additional duties as required.

Hours of Work

There is some flexibility around the hours worked and it is anticipated that this role will be term time plus some hours during school holidays.
Core hours of work will be 8:00am to 5:30pm Monday to Friday with Saturdays being covered on a rota basis.

Candidate Criteria

Required Key Competencies and Skills:

- Strong hands-on experience with Microsoft 365 administration.
- Experience managing Microsoft Intune for device enrolment, compliance, and configuration.
- Solid understanding of Windows Server environments and Active Directory.
- Familiarity with Azure AD and hybrid identity services.
- Knowledge of networking fundamentals.
- Experience with endpoint support Windows including application deployment and remote troubleshooting.
- Knowledge of backup solutions and disaster recovery planning.
- Proficiency in PowerShell scripting for automation and administration.
- Strategic and analytical thinking with a proactive, solution approach.
- Strong communication and collaboration skills.
- Knowledge and awareness of cybersecurity principles, and compliance standards related to system operations.
- Familiarity with ITIL-based service management practices, including change management and incident response processes.

Soft Skills:

- Excellent troubleshooting and problem-solving skills.
- Strong communication skills and ability to interact with both technical and non-technical staff and students.
- Good organisational skills and attention to detail.
- Demonstrate self-motivation through a proactive approach to infrastructure management and staying informed about technological advancements.
- Willingness to contribute to all aspects of IT services and related support tasks across the College, including occasional non-technical duties as required.

RADLEY COLLEGE

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.

STAFF BENEFITS

- Contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year!).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free school meals during term time.
- Free parking on site.

APPLICATION PROCESS

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and if successful we may withdraw the advert prior to the closing date.

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 your application being unsuccessful, 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. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

> " What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.
>
> **TATLER SCHOOLS GUIDE 2024**

RADLEY