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| **Job Title** | Cyber Security Operations Manager |
| **Reports to** | Director of information Technology |

**Job Purpose**

The IT Infrastructure Department provides, manages and supports all aspects of IT life at the College. The role of the Cyber Security Operations Manager is to manage the security and resilience of all Eton’s data and equipment, ensuring the College’s operations operate to their fullest abilities, and that Eton’s data and operations remain secure and protected.

**Key Tasks and Responsibilities**

* Overarching management of the security of Eton’s IT environment, whether physical or virtual, on-premise or hosted off-site;
* Overarching management of the security of Eton’s data, whether hosted on-premise or off-site;
* Work alongside the IT Infrastructure Manager in all infrastructure projects, but retain ownership of the security aspects of any such project;
* Work alongside the Networking team in all networking projects, but retain ownership of the security aspects of any such project;
* Strategic planning of the School’s IT security, working alongside the IT Infrastructure Manager as appropriate;
* In co-operation with other senior members of the IT Department, develop and implement policies and procedures for IT security matters;
* Network monitoring, Packet Analysis, Protocol Analysis and Data visualisation in conjunction with the Technical Network Manager;
* Monitor and provide regular reports on the security of Eton’s IT environment;
* Manage and operate all security appliances and software systems deployed on the College network in conjunction with the Technical Network Manager;
* Manage and operate security software systems deployed on the College network in conjunction with the Technical Network Manager;
* Create and provide regular reports on the security of the College’s systems and data, any threats to which the College is vulnerable or has been subjected, and any actions taken;
* Specify, deploy, manage and maintain any security system or process aimed at protecting Eton’s systems, data, interests or reputation in conjunction with the Technical Network Manager.
* Make recommendations to the Director of IT of any changes or additions to Eton’s IT environment that would improve the security of data or systems;
* Maintain a working knowledge of the role of the IT Infrastructure Manager, to assist or provide cover, if required;
* Ensure all aspects of the College’s IT security are accurately documented, and that this documentation is regularly updated and available to other members of the IT department;
* Provide regular training to the College’s user base on cyber security, advising staff and pupils on best practices and explaining systems and processes in place for their protection;
* Keep up to date with current and emerging threats, trends and industry best practices;
* Work as directed by the Director of Information Technology;
* Be a highly motivated team player with the skills and ability to manage changing priorities;
* Be willing to attend internal and external training as necessary to keep up to date with the latest technology and internal system processes;
* Work within industry-standard legislation, policies and procedures;
* Undertake other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

**General & College Responsibilities**

* Participate in training and team development activities, to update knowledge and skills:
* Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
  + All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
  + Understand and be committed to the College’s Health and Safety Policy statement and the College’s safety priorities and be aware of their contribution to such priorities
* Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
  + Be familiar with and promote the Equality and Diversity Policy.
* Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
* Undertake such additional duties or projects as the Head of IT Systems may determine from time to time, after consultation with the post holder.
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality

**Working Pattern**

This role is for 35 hours per week, worked over 52 weeks per annum with 21 days paid holiday entitlement, plus bank holidays. The hours of work are not fixed but would usually be between 9.00am and 5.00pm on weekdays. Some flexibility is required as a response to peaks in workload.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Excellent knowledge of Microsoft Windows Server Operating Systems, version 2008 and later;
* Competence with a computer, server and peripheral hardware;
* Excellent knowledge of networking topologies, standards, terminologies and operation;
* A thorough understanding of the cyber security threat landscape;
* A good standard of written and oral communication;
* Ability and willingness to provide user training on security topics, whether in an individual, group or forum setting;
* Ability to work effectively within a team environment, both taking direction from and supporting other colleagues.

You may also enjoy this role if you have:

* Excellent technical skills and a friendly and helpful manner;
* A demonstrable aptitude and enthusiasm for information and communications technology;
* Confidence and willingness to build on the knowledge acquired to date;
* Good communication skills and ability to work well in a team environment;
* Ability to organise and prioritise workloads.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**