



## Cloud and Security Specialist







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*A reputation to rival any  
of its competitors*

**Good Schools Guide**





# Introduction

## Eltham College

**The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.**

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read [here](#).









## Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

*'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.'* **Good Schools Guide 2024**



## Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.









# Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:





# Working for Eltham College

## The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Alex Matthews (Head, Blackheath Prep), the Head, Eltham College Junior School (currently Acting Head, Richard Lock), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

## Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

### Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

## Pay and Benefits

### **Eltham College offers very competitive salaries and a good range of non-pay benefits.**

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.





## Our Benefits



### Competitive Salary



### Eyecare Vouchers



### Interest Free Loan for Public Transport Season Tickets



### Interest Free Loan for Rent Deposits



### Electric Vehicle Salary Sacrifice Scheme

A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



### Cycle to Work Salary Sacrifice Scheme

A tax efficient means of funding purchase of a cycle with value up to £2000.



### Sport and Fitness

Free membership of the Eric Liddell Sports Centre.



### Free Flu Vaccinations

Provided annually, on site.



### Access to Employee Assistance Programme

Confidential independent advice and support on a range of financial and legal matters, and counselling support.



### Virtual GP Access

Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



### Free Lunch and Refreshments

Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



### Death in Service Payments

All staff under the age of 70 are eligible to receive this at three times their annual salary.



### Fee remission

Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



### Annual Leave Entitlement for Support Staff

Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



### Excellent Transport Links

Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.





# The Role and Person Specification

## Job Description

Job Title:	Cloud and Security Specialist
Reports to:	Director of IT and Digital Strategy
Based:	Eltham College Family of Schools
Salary:	£45,000 - £55,000

## Job Purpose

The Cloud & Security Specialist will lead the Family of Schools' cloud-first strategy, ensuring a secure, efficient, and structured transition from on-premise infrastructure to Microsoft Azure and the broader Microsoft 365 ecosystem. This role will be responsible for maximising the potential of the M365 ecosystem, ensuring that the full range of cloud services, collaboration tools, automation capabilities, and security features are effectively implemented and leveraged to enhance operational efficiency, teaching & learning, and administrative processes across the organisation.

A key focus will be the development, standardisation, and governance of Microsoft 365 policies, best practices, and frameworks across the Family of Schools, ensuring consistency, security, and compliance in areas such as Teams, SharePoint, OneDrive, Power Platform, and identity management. The postholder will also oversee the integration of cloud services with existing IT infrastructure, ensuring seamless interoperability and a future-proofed digital environment.

Automation and modern cloud-native approaches will be critical to this role, driving efficiency, scalability, and resilience in IT operations. The postholder will champion the use of Infrastructure as Code (IaC), serverless computing, cloud automation tools, and self-healing systems to reduce manual intervention, enhance performance, and ensure a secure, reliable cloud environment.

Additionally, the Cloud & Security Specialist will take a proactive approach to cybersecurity, automation, and business continuity planning, embedding robust security controls, compliance frameworks, and resilience measures into cloud operations while driving innovation through cloud-native best practices.

## Key Responsibilities

### Cloud Infrastructure, Automation & Strategy

- Work with the IT Director to design and implement the Family of Schools' cloud strategy, ensuring a structured and secure transition to a cloud-first model.
- Lead the transition from on-premise infrastructure to a fully cloud-based model, ensuring alignment with the Family of Schools' digital strategy.
- Design, implement, and maintain secure and scalable Azure cloud environments, leveraging best practices for cost-efficiency and performance.
- Manage cloud capacity planning and oversee the expansion of cloud services to support new schools joining the Family of Schools.
- Collaborate with specialist vendors and cloud support providers to maintain service continuity, reduce single points of failure, and enhance system resilience.





- Develop and maintain cloud-based disaster recovery and backup strategies to ensure data resilience and rapid recovery in case of incidents.
- Monitor cloud resource usage, ensuring cost efficiency and optimal licensing across Microsoft 365 and Azure services.
- Develop and maintain cloud automation strategies using Infrastructure as Code (IaC) to enhance operational efficiency and reduce manual workloads.
- Leverage automation tools to streamline provisioning, configuration management, and policy enforcement across cloud services.
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### **Microsoft 365, SaaS Management & Device Management**

- Oversee the administration and optimisation of Microsoft 365 services, including SharePoint, OneDrive, Teams, and Exchange Online.
- Ensure seamless integration and security of cloud applications within the school's technology ecosystem.
- Monitor Microsoft 365 licensing, compliance, and feature deployment to align with business and educational needs.
- Provide technical expertise on Microsoft Endpoint Manager, Intune, and Azure AD to enhance cloud security and device management.
- Implement and manage Zero Touch Deployment approaches, ensuring efficient provisioning and management of over 1,000 devices.
- Automate device enrolment, patching, and compliance policies to reduce manual administrative overhead and enhance security.
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### **Cloud Security & Cybersecurity**

- Implement and manage cloud security policies, leveraging the Microsoft 365 Security Suite, including Defender for Endpoint, Identity Protection, and Conditional Access.
- Conduct regular security assessments, vulnerability scanning, and penetration testing to identify and mitigate risks.





- Ensure compliance with regulatory frameworks such as Cyber Essentials, GDPR, and ISO 27001.
- Work closely with cybersecurity partners and vendors to enhance cloud security postures and respond to emerging threats.
- Implement data loss prevention (DLP) policies, encryption, and secure backup strategies to safeguard critical data.
- Lead on implementing Zero Trust architecture principles for enhanced security and identity access management.

### **SSL/TLS Certificate Management**

- Overseeing the lifecycle of SSL/TLS certificates, including procurement, renewal, and revocation, to ensure secure encryption for web services, email, and internal applications.
- Implementing automated certificate monitoring and renewal strategies to prevent service disruptions and security vulnerabilities.
- Ensuring compliance with industry standards such as TLS 1.2/1.3, and maintaining a certificate inventory to track usage across all systems.

### **Domain Name System (DNS) & Domain Management**

- Managing our domain portfolio, ensuring domain name registrations, renewals, and DNS records are accurate, secure, and aligned with operational needs.
- Implementing DNS security measures (DNSSEC, SPF, DKIM, DMARC) to protect against phishing, spoofing, and DNS hijacking.
- Ensuring redundancy and failover configurations for critical domain-dependent services.

### **Identity & Access Management (IAM) for Cloud Security**

- Ensuring secure access to domain and certificate management platforms by enforcing least privilege access, MFA, and role-based access controls (RBAC).
- Auditing access logs and certificate issuance records to detect anomalies and unauthorised activities, enabling rapid response to potential security incidents.
- Regular reviews of user permissions and automated alerts further support proactive threat detection and compliance with security best practices.

### **Backup & Disaster Recovery**

- Manage and maintain M365 backup services, ensuring data integrity and compliance with best practices.
- Advise on backup strategies, vendors, and services with a focus on cloud technologies and disaster recovery.
- Ensure the organisation has a robust disaster recovery plan that aligns with cloud-first principles.
- Liaise with the Network Officer on all aspects of backup management, disaster recovery planning, and infrastructure resilience.
- Advise on backup strategies, vendors, and services with a focus on cloud technologies and disaster recovery.
- Contribute to the organisations disaster recovery plan aligning it with cloud-first principles.
- Collaborate with cloud vendors and internal teams to continuously improve backup and recovery procedures.

### **Monitoring, Reporting & Incident Management**

- Develop and maintain real-time monitoring and alerting systems for cloud services, ensuring high availability and performance.
- Use Azure Monitor, Microsoft Sentinel, and third-party SIEM tools to detect and respond to security threats and anomalies.
- Manage network security settings to ensure robust cloud security perimeters.



- Provide incident response leadership, ensuring swift resolution of cloud-related security events and service disruptions.
- Strong understanding of Azure Virtual Networks, ExpressRoute, VPN Gateway, and their integration with on-prem infrastructure.

#### API & Cloud Integration

- Lead API integrations between cloud platforms, ensuring seamless data flow between systems.
- Develop and maintain API security policies, ensuring data integrity and protection from unauthorised access.
- Support the automation of administrative tasks using Power Automate, Azure Functions, or similar cloud-native tools.

#### Collaboration & Cross-Team Support

- Work closely with the **Network Officer** to ensure seamless integration between cloud and on-premise network infrastructure.
- Ensure alignment between cloud networking and security strategies with broader IT infrastructure.
- Provide technical expertise on cloud networking solutions, including SD-WAN, hybrid cloud models, and secure remote access.
- Assist in troubleshooting and optimising network performance in cloud-dependent services.

#### Vendor & Stakeholder Collaboration

- Liaise with Microsoft and third-party cloud service providers to ensure the best value and support for cloud solutions.
- Act as a key technical advisor to school leadership on cloud adoption, security, and digital transformation.
- Work closely with IT teams to provide training and knowledge sharing on cloud best practices.

## Person Specification

#### Staying Ahead of Cloud Technology

- Must stay up to date with the latest cloud technologies, industry trends, and best practices to ensure the organisation remains at the forefront of cloud adoption.
- Regularly assess new cloud solutions and innovations that could improve security, scalability, and operational efficiency.

#### Certifications & Qualifications

- Industry certifications such as Microsoft Certified: Azure Solutions Architect, Azure Security Engineer, Cybersecurity+, or equivalent are highly desirable.
- Strong understanding of compliance frameworks such as ISO 27001, NCSC Cyber Essentials, and GDPR.
- Knowledge of backup and disaster recovery solutions for cloud environments.

#### Key Competencies

- Strong problem-solving skills with the ability to diagnose and resolve complex cloud infrastructure challenges.
- Ability to work under pressure, managing multiple cloud projects and priorities effectively.
- Excellent communication skills, capable of engaging with technical and non-technical stakeholders.
- A proactive and security-first mindset, ensuring cloud services are resilient and protected against cyber threats.





### Essential Criteria

- Extensive experience in managing Microsoft Azure and Microsoft 365 environments within a school or enterprise setting.
- Strong expertise in cloud security, including Azure Security Center, Microsoft Defender, and Identity Protection tools.
- Experience in migrating on-premise services to cloud-based solutions, particularly in education environments.
- In-depth understanding of networking concepts, including firewalls, VPNs, and zero-trust security models.
- Proficiency in Infrastructure as Code (IaC) tools such as Terraform, ARM templates, or PowerShell.
- Hands-on experience with SIEM tools, monitoring platforms, and cloud-native security solutions.
- Experience in API integrations, automation, and cloud workflow optimisation.

## Additional Considerations

### End-User Support During Critical Periods

- Support 1st and 2nd line end-user support calls during busy periods or critical times of the year, such as the start of the academic term or results day.
- Collaborate with the Helpdesk Coordinator and IT Technicians to provide enhanced IT support and ensure minimal disruption to teaching and operations.

### Multi-Site Responsibilities

- The role requires working across multiple school sites, ensuring consistent cloud infrastructure and security policies.
- Must be able to prioritise workloads and travel between locations as required.

### Emergency Response & Incident Handling

- Act as the key contact for cloud-related incidents, ensuring quick resolution of issues and minimal disruption to operations.
- Maintain an up-to-date incident response plan for cloud services.

### Training & Knowledge Sharing

- Provide technical training and support to IT teams on cloud best practices and security.
- Work to upskill internal staff in cloud technologies, ensuring the organisation maximises its cloud investment.

### Scalability & Future-Proofing

- Develop a long-term cloud strategy that aligns with the organisation's growth and digital ambitions.
- Evaluate emerging technologies and trends to ensure the school remains at the forefront of cloud adoption.

## Additional Information

- Some out-of-hours work may be required for maintenance, upgrades, or security incidents.
- The post holder must comply with the Family of Schools' policies, including safeguarding and data protection regulations.



# Terms of Appointment and How to Apply

## Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

## Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

## The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Eltham College - Tes Jobs](#)

Short-listed candidates will be invited to attend an assessment day May 2025 during which a range of skills, knowledge and experience will be tested.

**Safer recruitment checks will be made at all stages in the recruitment process.**

## Contact Information

For more information about the application process please contact William Townsend Education Support Professionals by telephoning 020 8559 2077 or contacting them via email ([wtownsend@esp-recruit.co.uk](mailto:wtownsend@esp-recruit.co.uk)).

Further details about the School can be found by visiting our websites: [www.eltham-college.org.uk](http://www.eltham-college.org.uk) & [www.blackheathprep.co.uk](http://www.blackheathprep.co.uk)



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**ELTHAM COLLEGE**  
**JUNIOR SCHOOL**

**Eltham College Junior School**  
 Mottingham Lane  
 London SE9 4RW

+44 (0)20 8857 3457  
 juniors@eltham-college.org.uk

[www.eltham-college.org.uk](http://www.eltham-college.org.uk)



**ELTHAM COLLEGE**

**Eltham College**  
 Grove Park Road  
 London SE9 4QF

+44 (0)20 8857 1455  
 mail@eltham-college.org.uk

[www.eltham-college.org.uk](http://www.eltham-college.org.uk)