RICHARD JAMES MAYER BSc MBCS
Curriculum Vitae

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Education

2010-2012	Working towards the Microsoft Certified Systems Engineer (**MCSE**) qualification via the **MCP**
2008	Became a Member of the British Computing Society (**MBCS**)
2001-2004	Anglia Ruskin University (Anglia Polytechnic University) - **BSc** (Hons) Internet Technology: **2(i)**
1993-2001	Cardiff High School, Cardiff
	3 A levels (2001), Computing, Music, Mathematics
	10 GCSEs (1998), including 2 B's (inc. Maths) and 5 C's (inc. English & Science)

Present Employment

Period:	September 2010 to present
Employer:	Bottisham Village College (Cambridgeshire County Council)
Role:	**ICT Systems Manager, responsible to ICT Strategy Manager**
Skills:	• Responsible for line managing and overseeing the work of the ICT Support Team.
	• Responsible for the development of the school intranet and website.
	• Responsible for the school's server and client IT estate.
	For a full list of skills exercised, please see page 4

Recent Projects to Note

- Innovative coding projects at Bottisham
  - Automated management of student and parent Active Directory user accounts, avoiding the need for manual intervention and providing an increased efficiency of service.
  - Retrieval of timetabling data from MIS and using it to prepopulate user's Exchange calendar with classes, term dates and other items.
  - Extracting whole school calendar data from Exchange 2007 (managed through Outlook), caching it to MySQL, then formatting and displaying it on the intranet, website and display screens, ensuring reliably consistent content between publishing points.
  - Use of VB Script through the school intranet to create an interface for staff to reset passwords, reducing the need for students to leave the classroom during lessons.
  - An innovative Data Project that extracts MIS assessment data and compiles table views by cohort, breaking down percentages of projected attainment bands by gender, class, ethnicity, economic status and SEN requirement. This is used to target students in most need of intervention in order to bring up their grades and ultimately improve their longer term chances of academic success.
  - The Bottisham Behaviour Management System brings together the armory of behavioural tools available to the school in one simple interface, fully integrated into the staff intranet. Regular reporting by email to staff allows for swift intervention and resolution.
  - Parental Remote Access provides a secure gateway through an ISA server for parents to gain access to a tailored view of the school intranet, enabling easy publishing of reports, letters, timetables, attendance, assessment, catering data and other useful services.
- IT Estate Management at Bottisham
  - Virtualising the college server farm to maximize the use of hardware resources, VMWare VSphere.
  - Extending the use of thin client technology to also include portable netbooks over WIFI.
- Managing the front line Technical Services Desk
  - Setting up and overseeing the work of a dedicated service desk, providing a one stop shop for IT Support and Reprographics functions to staff and students.
- Privately Commissioned Websites
  - Church Schools Cymru – www.churchschoolscymru.org
    - A portal that was commissioned by the Diocesan Directors of Education in the Church in Wales for all Church schools in the principality to use. Supported by a substantial content management system (PHP/MySQL) that is bespoke in design, the website aims to share good teaching practice and resources between schools as well as sharing news with the wider community.
  - Other websites designed: www.bottishamvc.org | www.bottishamsports.com | www.michaelhawkins.co.nz | www.magdalenealumni.org

Employment History

Period:	April 2009 to July 2010
Employer:	Bottisham Village College (Cambridgeshire County Council)
Role:	**Network Manager and Webmaster, responsible to ICT Strategy Manager**
	For a full list of duties, please see below and overleaf

Period:	June 2006 to March 2009
Employer:	Bottisham Village College (Cambridgeshire County Council)
Role:	**Webmaster & Deputy Network Manager, responsible to Network Manager**

Period:	September 2004 to May 2006
Employer:	Bottisham Village College (Cambridgeshire County Council)
Role:	**ICT Technician, responsible to ICT Coordinator**

Period:	April 2003 to April 2004 (during university)
Employer:	Jigsaw Customer Management Ltd, Cambridge (http://www.jigsaw-cm.net/)
Role:	**Call Centre Agent**. Making of out bound consumer calls, resulting in the generation of leads for clients.
Skills:	Furthering communication skills. Working under pressure. Temperament. Meeting targets. Working to a goal.

Period:	March 2001 to Present
Employer:	**Freelance**
Role:	Freelance Website Designer / General Computing Consultant
Skills:	A wide variety of Website Design, Networking and Windows desktop configuration and training as per client need

- A portfolio of websites that I have designed can be found here: http://www.richardmayer.co.uk/portfolio)
- Clients in business and charitable organisations around the UK
- Technologies used: HTML 4.01, JavaScript 1.3, CSS, SSI, VBScript, AJAX, XML, PHP5 and MySQL5

Period:	October 2000 to October 2002 (during sixth form and early university holidays)
Employer:	Brain's Brewery (Three Arches Hotel), Cardiff
Role:	**Bar Person**. Serving customers. Assisting in the cellar. Ensuring customer satisfaction through excellent service.
Skills:	Communication skills furthered. Cellar skills obtained (Certified).

Period:	February 1998 to 2006 (during sixth form/university holidays)
Employer:	Cardiff County Council (Howardian Youth Centre), Cardiff
Role:	**Tutor**. Running the Website Design courses for 8-14 year olds during school holidays.
Skills:	Identifying individual teaching levels for wide variety of ability and age. Structuring lessons. Maintaining an informal but productive learning atmosphere.

Skills, Awards, Experience and Training

Organisation
- Ability to work within time and financial restraints, proven in my current employment.
- Always punctual, prepared and ready to be productive.

Leadership
- Line managing the Front Line ICT Support Team in current employment.
- Appointed to lead the Document Control Group which strives to improve document production and publication at the school.
- Leading on various IT development projects in Bottisham Village College, including the Virtualisation of the server farm.

Teamwork
- Working in a close-knit team at Bottisham Village College.
- Operating as a team member in all aspects of the Duke of Edinburgh Award up to Gold Level.
- Extensive participation in a high standard of musical ensemble in Churches, Cathedrals, Colleges and Secular Organisations.

Communication
- Speaking, by invitation of the company Intercept IT at the IPExpo IT trade fair in 2009 about Education Virtualisation.
- Good written and verbal English. Authoring or proof reading of many internal and public documents.
- Several years of tutoring groups of children at a youth centre in Cardiff.

Quality of work
- Software and practices shared with colleagues in other schools.
- Photographs published in local newspapers.

Music and the Arts

Choral music is a big part of my life. From the age of 6, I have been a member of the choir at **St Edward's Church, Cardiff**, which gave me a very varied and valuable exposure to many genres of music from that early age and instilled in me a love of Church music. Playing a full part in the Church, I also served as **an elected member of the Parochial Church Council** during the year 2001 and was **Assistant Organist** for a period. On several occasions my **own compositions** have been performed in the context of both services and concerts. I still take part when visiting Cardiff.

Throughout university, I sang with the prize winning ensemble **Anglia Chamber Choir**, under Prof. Bob Reeve, with which I served as **Tenor Section Leader** for two years (2002-4). During and after university, for six years I was an active member of **Magdalene College Chapel Choir** (2002-2008), often canting and honored with a couple of choral awards, including the **Stephen Farmer Scholarship** (2005-6). I have, on many occasions sung solos as a part of services, concerts and dinners in prestigious venues such as Binham Priory, Norfolk, St. David's Cathedral, Wales and St. George's Chapel, Windsor Castle, as well as within Magdalene College and Cathedrals in neighboring dioceses. I was instrumental in establishing and am now Secretary to the committee of the **Magdalene Choir Alumni Association**, which actively supports the work of the current choir.

I now deputise regularly in **Cambridge College Chapels** and am employed as a **Deputy Lay Clerk** at **Ely Cathedral**, where I sing around ten services or concerts each term. As well as giving me the opportunity of taking part in **Premier Performances**, **CD Recordings** and **BBC Broadcasts**, being an active choral singer around Cambridge has provided me with the chance to work with world class choral musicians such as Christopher Robinson and David Hill, John Rutter and David Willcocks. It has also given me many valuable travel experiences whilst an undergraduate and post graduation, extensively through Britain, Europe and beyond. In addition to my choral activity, I have played the piano and organ regularly at Church services in and around Cambridge and Cardiff for over ten years.

In addition to acting in many **musical theatre productions** whilst at school, I composed some of the music for and worked technically on a production of Sharman Macdonald's '*After Juliet*' as part of the **BT National Connections** competition in July 1999. Our performances achieved top ten in the country, which gave us the opportunity of working with Jo Brand and performing in the **Clwyd Theatr Cymru** and the **Cottesloe National Theatre**.

Other Interests and Skills

I have a keen interest in photography and through my current employment have many times had my photographs published in newspapers and magazines. There have also been sales of my work through stock websites and people who have commissioned me. My online gallery can be found here: http://www.richardmayer.co.uk/photography.

I completed Bronze and Silver (and partially the Gold) levels of the **Duke of Edinburgh Award Scheme**, which provided me with invaluable skills including communication, teamwork, organisation, physical endurance and map reading. I maintain a thirst for the outdoors, mountain climbing and country walking and get out as much as possible.

I hold a current **First Aid at Work Appointed Persons** Certificate and a **full, clean, UK driving license**. I also own a reliable car.

References are available on request

Skills Exercised and Developed During Current Employment

Line Managing the Front Line ICT Support Team
- Overseeing the work of the ICT Support Team
- Developing the Technical Services desk to provide a consistent, professional and efficient service to staff and students

Maintaining 300+ Windows XP / Vista / Windows 7 / Ubuntu Workstations (Hardware & Software)
- Planning and implementing software maintenance and upgrades, including products such as
  - Microsoft Office 2000/2003/2007/2010
  - Adobe Web Standard CS3 (Dreamweaver, Fireworks, Flash, Contribute etc)
- Planning and implementing hardware maintenance and upgrades.
- Developing installation/maintenance methods (custom scripting, use of deployment tools etc).
- Procurement of products for purposes across the school, working within budgetary restraints, audit requirements and time frames.
- Introducing thin client technology to the network.
- Virtualising the college server farm to maximize the use of hardware resources using VMWare VSphere.

Managing Windows 2003/2008 Server Farm with 1200+ Users in a Semi Virtual Environment
- Ensuring that robust, scalable hardware solutions are in place, using UPS units and RAID technology to achieve optimum failover and redundancy positions within budgetary restraints.
- Configuring native Windows systems, such as DHCP, WINS, DNS, HTTP (IIS 7), WSUS, Terminal and Domain Controllers.
- Utilising Group Policy, along with Batch, VB and KiX scripting in user management.
- Management of internet content filter (Protex).
- Installing, managing and upgrading network software, including:

Altiris (Symantec)	**Exchange Server 2003 Enterprise** (Microsoft)	**Axis CCTV System**, **SQL Server 2005/2008** (Microsoft)
Norton Ghost (Symantec)	**PCounter** (Altman Technologies)	**Policy Central Enterprise** (Forensic Software)
VSphere (VMWare)	**MagicNet Digital Signage** (Samsung)	**Ringmaster** (Trapeze wireless system)
Sage Line 100 / 2005	**Sims.Net** (Capita)	**Sophos Antivirus Enterprise**
Veeam Backup	**Window Master** (Climate Control System)	**Vericool** biometrically authenticating cashless catering system
	Phone Manager (Siemens phone system)	

Maintaining Network Infrastructure
- Configuring managed HP Switches (inc. VLANs and Trunking).
- Contributing to the planning, implementation and now management of the WiFi access to the LAN.
- Physical installation of CAT5e/6 cabling, RJ-45 network ports and patch panels.

Webmaster Roles
- Designing, coding and maintaining the modular school intranet.
  - Technologies used include PHP, MySQL, MSSQL, Javascript, SOAP, AJAX, HTML and LDAP.
  - The dynamic generation of PDFs, Chart Graphics, Emails and RSS Feeds.
  - The utilisation of external APIs (e.g. Google Earth).
  - Live integration of MS Active Directory into intranet for identification and authentication purposes, using LDAP.
  - Coding function libraries to interface with and cache data from third party systems (e.g. SIMS, Exchange, VeriCool).
  - Creating user front ends to enhance and work in tandem with established solutions (e.g. MS Media Server, ParentPay).
  - Integration of complete third party Open Source scripts into design (e.g. PHPMyAdmin, Coppermine, Moodle).
- Developing the school website as a public front end to internally managed content (http://www.bottishamvc.org).
- Using scripts to synchronise MySQL databases locally and remotely, thus ensuring consistent content between interfaces.

Supporting Network Users
- Providing occasional in-class support when required and delivering some course content to higher ability students.
- Giving one-to-one training in various packages and delivering organized INSET sessions to subsets of school staff.
- Authoring How-to guides and other publications for staff, students, parents and governors.

Graphic Design
- Creation of a multi-layered, vector drawing of the school site, used in internal and external publications and on the website.
- Contributing to the design of official documents such as the school prospectus.

Other Duties and Voluntary Contributions
- Photography of events on and off the school site, documenting trips, sporting events, official occasions and competitions.
- Discovering and researching systems that could be an asset to the college.
- Occasional external consultancy in partner primary schools, supporting equipment and users and advising on development.
- Participating in school trips, both national and international.
- Singing and playing the organ/piano for recordings, college concerts and assemblies.
- Organising the Staff Christmas Dinner for 80 diners in the 16th Century hall of a Cambridge college.