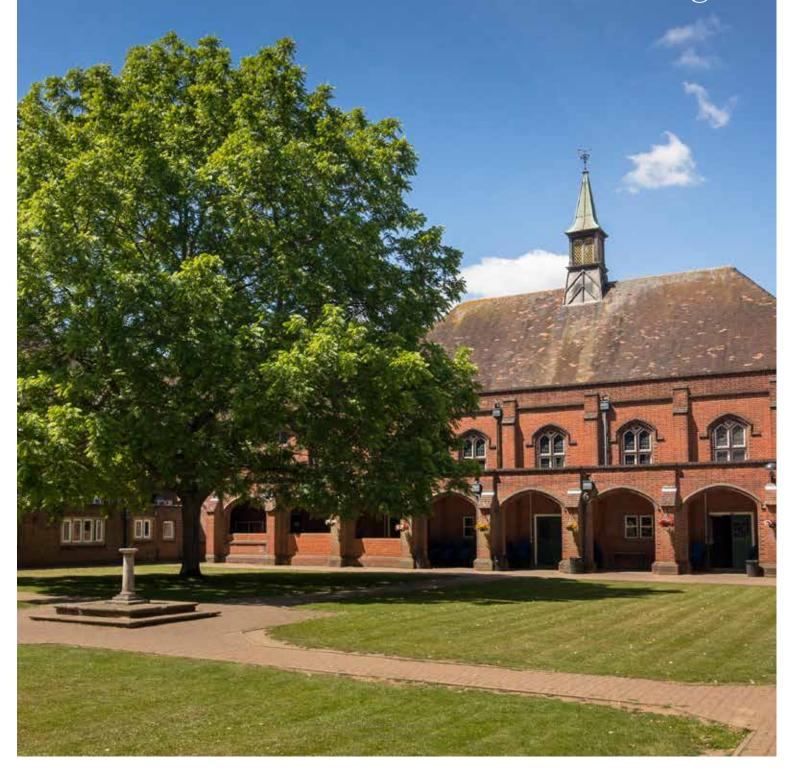# MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

Appointment
of
Assistant Network Manager

Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

We are looking to appoint an Assistant Network Manager to act as Second within the IT Support Department. Working with the Network Manager & a team of three technicians to be actively involved in the management of the school's network, department staff & IT systems. Full details in the job description.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher

An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2024, 45% of all subject grades were graded 7-9, with 24% graded 8-9. Additionally, 95% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 60% of all grades were A*-B, with 21% at A*-A. Notably, eleven students achieved at least three A grades or better. Moreover, 55% of students gained places at the UK's Top 30 universities, including 42% at Russell Group institutions, while four students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk
Or, find us on social media:
Linkedin: maidstone-grammar-school
X: @MGS1549
Facebook: MGS1549
Instagram: MGS_1549

Job Description

Job Title:
Assistant Network Manager
Kent Scheme Grade F - £30,404 - £33,752
37 hours a week/52 weeks per year

Reporting to: Network Manager (deputising in their absence)

Core purpose of the Job:

To act as second in the department, working with the Network Manager to be actively involved in the management of the department's staff, the schools' systems, servers and solutions. To assist with sourcing, commissioning, design and administration of the School's IT, AV, data and telephony systems. Configuration of equipment and connections to the network, performance monitoring and fault management. Play a leading role in the security and administration of the network and provide 2nd & 3rd line IT Support. Part of team of five providing IT support and Implementation services. First point of contact for in the event of an escalation to a call. This role requires hands-on technical expertise, excellent troubleshooting skills, and the ability to assist both students and staff with technology-related issues.

Specific Responsibilities:

To provide desktop & server operating system and application support. Expected standards:
- 2nd & 3rd level contact/support for 120+ staff and circa 1500 students (with dept technicians & Network Manager)
- Support for 500+ PC's and laptops
- Jointly responsible for specialist support both hardware and software across the server & switch infrastructure.
- Some examples of specific types of support include:
• Server maintenance & configuration inc. Hyper-V
• Administration and Support of the schools Windows 2016/2019/2022 Microsoft Windows AD Network.
• Build & Deployment of system images & software using MDT/WDS & Active Directory
- Manage the configuration of system backups
- End user training
- Involved in the development, deployment and administration of 1:1 device for students

To provide network server & infrastructure support. Expected standards:
- Configuration and troubleshooting network issues
• Knowledge and experience of HP/Aruba & Ruckus Wi-Fi, including IP Addressing, subnetting, routing and ACL's
- Apply a logical, systematic and resourceful approach to solve problems
- Ability to accurately document procedures and issues

To provide specialist support while working closely with other team members. Expected standards:
- Support, install and configure system specific software including educational based packages.
- Configuration and maintenance of Active Directory and Microsoft Entra ID, including Exchange Online
- Working with other members of the IT Team, maintain the asset database of hardware and software
- Train staff in the use of ICT within the school.
- Work closely with the other school IT Technicians & Data Manager to provide an excellent IT service to staff and students. Liaise with the Network Manager effectively
- Support the MIS system in the absence or unavailability of the Data Manager.
- Install, configure and support a wide range of Audio-Visual Equipment (Large Touch Screen/ AV etc)

Working Conditions & Relationships:
To work closely with the Network Manager and School Business Manager to ensure that the network, servers, electronic classroom/school devices, data and software are working effectively and efficiently throughout the school.
Additional hours occasionally worked to complete tasks as required.

Person Specification:
Qualifications:
• Background in IT Support is essential.
• A+ Certification or other appropriate IT Industry qualifications would be desirable

Communication:
• Excellent communication and customer facing skills

Knowledge:
• Ideally 36+ months in a senior IT Technical role.
• Experience and knowledge of the following:
• Windows 10/11. Windows Server 2016, 2019/2022
• Microsoft Office 365
• Microsoft 365 administration. (AAD, Entra etc)
• Active Directory, Hyper-V & Virtual Servers
• Linux desirable
• LAN (Aruba/HP) & Ruckus WLAN technology and administration
• TCP/IP inc DHCP, DNS, LAN/WAN Topology, subnetting & routing
• Adobe Suite of products desirable
• Cloud Backup systems (Veeam)
• CCTV & VOIP Solutions
• OS Deployment using MDT/WDS
    - Deployment/update via Intune desirable
• Comfortable in the advanced use of MS PowerShell

Commitment & Attitude:
• Able to work in a team
• Analytical approach when solving problems
• Committed, positive approach to colleagues and clients.
• Shows enthusiasm for all tasks and responsibilities and promotes a positive image of the IT department
• Shows initiative for new technologies and able to apply logic and good problem-solving skills
• Able to demonstrate initiative when faced with complicated problems/scenarios
• Willing to occasionally work out of hours

Quality & Quantity:
• Able to plan, schedule and monitor own work within limited time horizons
• Able to make sure a task is completed on time but also ensure that work is completed to a high standard.

Adaptability:
• Solution focused and flexible in your approach with a willingness to undertake additional training as required.

Application Process

Apply via our online application form: **https://forms.office.com/e/LhXSJzXmVM**

The closing date for applications is: **Noon GMT on Tuesday 22 April 2025.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:
• A tour of the School.
• An interview with the Headteacher.
• An activity appropriate to the role.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail **lmantle@mgs.kent.sch.uk** if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.