



West Kirby
Grammar School

IT Network Technician

May 2025

SCP 12 – 17 (41 weeks - £25,280 actual)

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

IT Network Technician

May 2025



IT Network Technician

36 hours per week, term-time plus 3 weeks – SCP 12 - 17, Permanent. (Actual salary £25,280)

This is an exciting opportunity for a proactive and technically skilled IT Network Technician to join our team at West Kirby Grammar School. The successful candidate will play a crucial role in supporting the smooth operation and development of the school's IT systems, ensuring that staff and students have reliable access to the technology they need for learning and administration.

The role involves working alongside the Network Manager to maintain and improve the school's network infrastructure, troubleshoot hardware and software issues, and provide frontline IT support to students and staff. The ideal candidate will have strong problem-solving abilities, excellent communication skills, and a passion for technology in an educational setting.

West Kirby Grammar School is a very successful selective girls' school with a coeducational Sixth Form. With over 1,200 students on roll, our results are consistently outstanding. In 2024, the Progress 8 score was +0.42, with 51% of GCSE results at grades 9–7 and 15% at grade 9. At A-level, 61% of grades were A–B*, with the average grade being a B.

How to Apply

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and a letter addressing the content of the person specification (no more than two sides of A4) should be submitted to office@wkgs.net for the attention of Mr S. Clarke, Headteacher.

Closing date: Monday 28 April at 9am

Anticipated Interviews: Week beginning Monday 28 April

Job Description

IT Network Technician

May 2025



Job title: IT Network Technician

Reporting to: Network Manager

Grade: SCP 12 – 17

Salary: £25,280 actual

Hours: 36 Hours per week, term-time plus 3 weeks

Network & Systems Support

- Maintain and develop the school's IT network, including servers, switches, firewalls, and wireless infrastructure, to support both laptop and fixed computer usage.
- Maintain the centralised print system (PaperCut MF) and coordinate with the photocopier managed service provider.
- Ensure the school's IT systems function efficiently, minimising downtime and disruption.
- Assist with the administration of Microsoft and Google cloud management systems including Entra ID, Microsoft Endpoint, Google Workspace, Arbor and other cloud services.
- Support the configuration and maintenance of email systems, cloud storage, and backup solutions.
- Ensure secure and reliable internet connectivity, and oversee network security and filtering for students and staff.
- Assist in monitoring and managing IT inventory, ensuring the timely repair and replacement of faulty equipment.

Technical Support & Troubleshooting

- Provide frontline IT support to students and staff, responding promptly to helpdesk queries.
- Troubleshoot and resolve issues with PCs, laptops, printers and interactive TVs.
- Set up and configure new devices and ensure software is correctly installed and updated.
- Support staff in the use of Microsoft 365, MIS systems, and other educational platforms.
- Manage routine maintenance and system updates to prevent technical faults.

Cyber Security & Data Protection

- Implement and maintain cybersecurity measures to protect school data and IT systems.
- Assist the Data Protection Officer and Data Manager in ensuring compliance with GDPR and Data Protection regulations.
- Monitor and respond to security threats, updating services and devices as necessary.
- Support the Network Manager in developing policies and procedures for data security and safe IT usage.

Job Description (Cont.)

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IT Infrastructure Development & Projects

- Assist with the planning and implementation of IT development projects.
- Support the rollout of new software and hardware solutions across the school.
- Work with external IT support providers and contractors on technical projects.
- Contribute to the long-term IT strategy, ensuring technology meets the evolving needs of the school.

Additional Responsibilities

- Provide IT training and support to staff and students as required.
- Contribute to the development of the school's IT policies and best practices.
- Support whole-school events and examinations, ensuring IT systems function effectively.
- Undertake any other duties as reasonably assigned by the IT Manager or Headteacher.

Person Specification

IT Network Technician

May 2025



Job title: IT Network Technician

Reporting to: Network Manager

Grade: SCP 12 – 17

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification and job description.

E: Essential D: Desirable

Qualifications & Experience

Experience of supporting and troubleshooting IT systems, networks, and hardware (E)

Working knowledge of Windows Server, Active Directory, and Microsoft 365 administration (E)

Experience in a school or educational setting (D)

Understanding of cybersecurity best practices (D)

Familiarity with cloud-based services and virtualisation (e.g., Azure, VMware) (D)

Experience managing and troubleshooting wireless networks and internet security systems (D)

Skills and abilities

Strong problem-solving and analytical skills (E)

Excellent communication and interpersonal skills (E)

Ability to work independently and as part of a team (E)

High level of attention to detail and accuracy (E)

Ability to manage workload and prioritise effectively (E)

Attitudes and approaches

Proactive and enthusiastic approach to IT support (E)

Willingness to learn and develop new skills (E)

Commitment to teamwork and collaboration (E)

Flexibility to adapt to changing demands and deadlines (E)



West Kirby Grammar School is a vibrant and thriving girls grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Wellbeing and social activity programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Learning Walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting services

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



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0151 632 3449