

Queen Elizabeth's Grammar, Alford

NETWORK MANAGER



Contract Type:	Permanent
Salary:	NJC Scale Pt 16 to 24 depending on experience
Appointment Type:	Full time (52-week contract)
Start Date:	September 2026 (or earlier if available)
Closing Date:	Friday 12 June at 12 noon



Our School

Queen Elizabeth's is a Selective Academy, currently having 572 pupils on roll located in the small, rural town of Alford. We are a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education. We aim to provide a broad, balanced, relevant and adaptive curriculum where every student is known and treated as an individual.

Our Sixth Form

There are currently 105 students in our sixth form, with some students (about 10 this year) joining us from other schools. Most Y12 students study three subjects but we tailor our package to every student. We are looking to increase our numbers moving forward.

The sixth form has use of their own house, Norbury, which includes some small teaching rooms, study rooms, ICT rooms and a kitchen.

Leadership and initiative are strongly encouraged. Sixth formers run a variety of clubs and activities, including sports and music.

The Senior Student Leadership Team plays a significant role in the day-to-day running of the school, with the Head Boy and Head Girl attending Governors' meetings. We encourage student leaders to build a meaningful legacy through projects driven by their own interests both within school and the wider community.



Job Description

We are looking to appoint a network manager. The role will be full time working 37.5 hours per week throughout the year.

As the person responsible for the school's ICT system, you will ensure that our digital learning and administrative systems run seamlessly allowing the school to function.

You will be an approachable, proactive individual who can demystify technology for non-technical staff, engage positively with students, and bring a sense of humour and calm to everyday technical hiccups.

Experience of working in a school setting, is an advantage, but not essential. Candidates will need to:

- Have good academic qualifications.
- Have experience managing a Hybrid Active Directory and Entra ID system.
- Have experience managing cloud file systems (OneDrive, SharePoint).
- Be able to carry out hardware diagnostics (Laptops, Servers, Printers).
- Be able to use PowerShell with confidence.
- Be well organised.
- Be committed, as we are, to a policy of equal opportunities, mutual respect between staff and students and a determination to strive for, recognise and celebrate success.

IT Office

Our IT office is located in the centre of the school. The Network Manager is responsible to our Assistant Headteacher. The team currently comprises of 1 full-time Network Manager, and a full-time programmer. The school uses Arbor for its MIS and currently has a bespoke virtual learning environment.



The Role

KEY RESPONSIBILITIES

Network/Computer Management

- Ownership of the technical direction, design, and security of the school's IT infrastructure moving towards a totally cloud based solution.
- Advise SLT on requirements for network upgrades to align with the school development priorities.
- Manage our hybrid-environment, ensuring seamless integration between On-Premises Active Directory and Microsoft Entra ID.
- Manage/Create all user accounts to ensure that they have the correct permissions across all software platforms.
- Maintain the school's wired (L3 Aruba Switches in a VLAN environment) and wireless network (Aruba).
- Maintain the data structure, permissions, and security policies for SharePoint and OneDrive.
- Proactively monitor network health, backups (Barracuda/Veeam), and cybersecurity protocols to minimise downtime.
- Install and maintain software according to license agreements.
- Ensure that updates to Anti-Malware (Sophos) and Windows are deployed efficiently to maintain network security.
- Ensure that the schools building management system (Paxton) and CCTV (Hikvision) is maintained.
- Update our school website, intranet and display systems as required.
- Maintain and create documentation to support existing and new processes.
- Upgrade/repair computers where technically and feasibly possible.
- Support in the installation/maintenance of cabling for additional computers/CCTV/screens where necessary.



Purchasing and Suppliers

- Manage the full lifecycle of school hardware including servers, laptops (leased and purchased) as well as printers/copiers.
- Handle day-to-day purchasing, including consumables (toner, peripherals) and software licensing.
- Lead larger projects including scoping and sourcing quotes for projects such as servers, core switches, laptops, projectors/screens and cloud service renewals.
- Liaise with external vendors, lease companies, and support contracts effectively.
- Advise on building projects and liaise with contractors regarding cabling and infrastructure.

User Support

- Provide friendly, responsive first-to-third-line technical support to both staff and students.
- Support teaching staff in lessons using ICT equipment where required.
- Setup devices for both internal and external exams in accordance with JCQ requirements and our student access arrangements.
- Train a student team to deal with everyday technical issues that can affect lesson delivery.
- Support users with the use of key systems such as our bespoke virtual learning environment, our management information system (MIS - Arbor) alongside our accounting software (Access) and other key pieces of software (Unifrog, Classroom 42, Kerboodle, Maths Watch).
- Translate complex technical concepts into plain, accessible language for non-technical users.
- Maintain a visible, approachable presence in the school, addressing issues with patience, empathy and a good-humoured outlook.
- Ensure safeguarding and filtering/monitoring systems (e.g., KCSIE compliance) are maintained to keep students and staff safe online.



Personal Specification for Network Manager

Essential Requirements

- Right to work in the UK.
- A commitment to upholding the highest safeguarding standards and promoting the welfare of children in line with the latest KCSIE guidance.
- Evidence of continuing professional development.

Experience

- Have experience managing a Hybrid Active Directory and Entra ID infrastructure.
- Have experience managing cloud file systems (OneDrive, SharePoint).
- Working in a school/college environment would be advantageous with knowledge of school filtering and management tools.
- Working with confidential and/or sensitive data.
- Managing time and workload to meet deadlines.
- Experience managing leased hardware environments.

Technical Knowledge, Skills and Abilities

- A strong understanding of Active Directory & Entra ID.
- Hardware diagnostics (Laptops, Servers, Printers).
- Ability to use PowerShell with confidence.
- Experience managing leased hardware environments.
- Have an understanding of code and be able to script to aid efficiency.
- Ideally, experience mentoring students or helping them troubleshoot basic tech issues or an aptitude to develop this as a skill.
- Fixes the root cause, not just the symptom.
- Strong communication and interpersonal skills.
- Ability to work flexibly and under pressure.
- Ability to work to deadlines.



- Ability to follow policies and procedures set by the school and external agencies.

Professional Attributes

- A commitment to uphold high standards of personal and professional conduct.
- Promote equality, diversity and inclusion in all aspects of working practice.
- The desire and ability to make a significant contribution to the wider life of the school.
- Ability to talk to non-technical users without jargon.
- Patient, approachable, and able to inject humour into stressful situations.

Beliefs, Attitudes and Personal Qualities

- Ability to work collaboratively and effectively as part of a wider team.
- Positive attitude toward change, and improvement.
- Ability to adapt to changing technologies and educational trends.
- Ability to stay calm under pressure.
- Ability to work well as a team and independently.
- Comfortable working independently and making technical decisions.



How to Apply

Applications are welcome from internal and external candidates.

For further details about the school please visit our website, www.gegs.co.uk or contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or a.duff@queenelizabeths.co.uk. A tour of the school will be included as part of the interview process. Applicants should complete the application form and return it with a covering letter outlining relevant experience, reasons for application and suitability to Mrs A Duff addressed to Mr G Thompson either in hard copy or by email to a.duff@queenelizabeths.co.uk. Further technical information regarding the role can be discussed with the Assistant Headteacher, Mr M Johnson.

The deadline for applications is Friday 12 June at 12 noon.

Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks in line with KCSIE 2025 will be undertaken before any appointment is confirmed. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosures and Barring Service clearance.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post. All shortlisted candidates will need to verify their eligibility to work in the UK at interview.



Queen Elizabeth's Grammar, Alford, Station Road, Alford, LN13 9HY

