



MAIDSTONE  
GRAMMAR SCHOOL  
FOUNDED 1549

# Appointment of School Network Manager



# Letter from the Head

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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.

This is an exceptional opportunity for an enthusiastic and dynamic School Network Manager to lead a team of three technicians responsible for managing and maintaining the school's IT infrastructure, ensuring that our digital assets are safeguarded and that the systems remain secure, efficient and reliable. As part of the role the successful candidate will also support in the development and innovation of the school's network, IT systems and devices.

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](http://www.mgs.kent.sch.uk)

Or, find us on social media:

LinkedIn: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS\\_1549](https://www.instagram.com/MGS_1549)



# Job Description

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**Job Title:** School Network Manager  
37 hours a week/52 weeks per year  
Kent Range 10 - £37,374 - £43,592

**Line Manager:** School Business Manager

This is a senior role, and the successful candidate should expect to work additional hours as required to fulfil the role, including supporting evening events, and attending evening meetings (almost always notified in advance).

## **Key Duties and Responsibilities:**

- Line manage the ICT Support Staff across the School.
- With the School Business Manager, Digital Lead and E-Learning Manager:
  - Ensure adherence and compliance to the DFE Digital Standards,
  - Collaboratively manage the procurement of ICT resources in order to meet Government targets seeking the necessary quotes or tenders as identified in the Finance Policy,
  - Develop and maintain the ICT infrastructure and systems within the school,
  - Develop the use of ICT across the school including the use of 1:1 device and AI technology,
  - Determine the annual ICT budget including infrastructure and replacement of equipment,
  - Updating the ICT Infrastructure document annually in order to continue working towards meeting all of the Government Digital Standards,
  - To support the ICT needs of the school by identifying, planning and costing all future developments and upgrades,
  - To provide support and training for all staff regarding hardware and software,
  - Be a part of the disaster recovery team if a critical incident arises that involves areas under your remit,
  - Review of software used in the school including Filtering, Monitoring, Security, Data bases,

- Advise on power and data in adaptation of existing buildings or new buildings.
- Management of the network infrastructure, servers, Management Information Systems, workstations, software, AV and IP CCTV, IP telephone and Tannoy systems, broadband and alarms which go through the network.
- Manage and work to minimise outages and ensure 3rd party suppliers disaster and recovery plans are in place.
- Liaise with suppliers, undertake procurement/ordering, assemble and install hardware and software and perform upgrades. This includes CCTV, telephone, broadband etc.
- To advise on strategic development of IT service permission within the school both now and as the school continue to grow and develop.
- Where possible ensure that the school network is protected from potential cyber attacks through weaknesses in our system security, internal controls, implementation of systems or social engineering (i.e. tricking users into making security mistakes).
- Assist in the continued development of both staff & student cyber security & Online Safety knowledge.
- Have mitigations in place which are a combination of technological, process and people-based approaches which will improve the school's resilience against cyber-attacks.
- To ensure that client's ICT support requests are dealt with effectively within Service Level Agreements.
- With the technicians support in the role out and on-going requirements of the 1:1 device scheme.
- With the ICT technicians in keeping the Asset Management Plan up-to-date including the disposal of assets. Ensure with members of the ICT and premises staff that equipment is securely marked and is on the asset register including disposals of assets in line with the School Financial Policies.
- Monitor the Help Desk to ensure that work is being carried out in a timely fashion and in the right priority.
- To monitor service delivery using suitable KPI's and carry out root cause analysis through the interrogation of data.
- Responsibility for back-up systems and disaster contingencies regarding the networks.
- To make suggestions and recommendations for technology and service enhancements.
- To liaise with all relevant service providers and stakeholders.
- Monitor the ICT systems and report inappropriate behaviour to the relevant senior leader. This includes child protection, GDPR and health and safety.
- To oversee the sound and light system in the Big Hall.

#### **Main Tasks and Responsibilities of Leadership Role:**

- As Network Manager, to assist the school in leading the ICT function and Infrastructure, including security of the network.
- The allocation of tasks to members of the ICT Support Team such that work is completed accurately and on time.
- To lead and line manage the ICT Support Team.
- To support in recruiting, inducting and performance managing ICT support staff.
- To be aware and comply with all policies and procedures that relate to Child Protection, Health and Safety, Security, Confidentiality and Data Protection and report any concerns to the relevant Senior Leader.
- To provide in-house training as appropriate.

#### **Knowledge, Experience and Training:**

##### **Essential:**

- Professional qualification in ICT, network management/information systems.
- Proven experience of installing, configuring and maintaining the network and ICT Systems including maintaining other products and services linked to the network.
- Proven hands-on hardware and software troubleshooting experience.
- Evidence of being able to manage a team and a large budget.
- IT service management and delivery service.
- Evidence of performance measuring and monitoring experience.
- Knowledge of Microsoft Office 365 including back-end configuration and security.

##### **Desirable:**

- Project Management experience would be an advantage.

- Strong knowledge of Microsoft packages.
- Strong knowledge and understanding of Digital Standards and Cybercrime.
- Graphic design skills.
- An excellent communicator and team player.
- Be able to work under pressure and have a calm, organised approach to problem solving.
- Understand the school environment and context in which ICT is used, and the unique characteristics of the school, students, and staff.
- A broad range of technical and system knowledge covering all aspects of ICT and equipment linked to the network (CCTV, door access systems, alarms, telephone etc.).
- Have an awareness of the digital landscape including cloud services and automation.
- Proven experience of installing, configuring and maintaining ICT equipment.
- Proven experience of being able to diagnose, and remedy faults.
- Be able to understand and provide direction on the limitations and use of hardware and operating systems.
- Be able to promote and develop the use of ICT related H&S issues, E-Safety and Data Protection.
- Have knowledge of networking & system developments and monitoring of developments in technology.
- Be able to maintain familiarity with standard ICT hardware and peripherals.
- Be confident to lead and work in student-facing environments.
- Be responsible for own professional development.
- Be able to work as part of a team.
- Be able to support in the production of reports.
- Evidence through DBS check and recruitment process of suitability for working with children.
- Must be flexible, able and willing to work extra hours to meet business needs. Weekend and evening work will be required from time to time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by governors to reflect or anticipate changes in the job which are commensurate with the salary and job title.

***This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.***

# Person Specification

No	Categories	Essential / Desirable	App Form	Interview
<b>Qualifications</b>				
1	5 GCSEs (or equivalent) – including Maths and English Grade C/4 or above.	E	✓	
2	ICT Training Certification or equivalent experience.	E	✓	
3	Evidence of continuous professional development and training	E	✓	
<b>Experience</b>				
4	Experience of working in a school environment.	D	✓	
5	Technically experienced with a proven ICT record.	E	✓	✓
6	A knowledge of networks.	D	✓	✓
7	Strong knowledge of Microsoft packages.	E	✓	✓
8	Strong knowledge of Digital Standards.	E	✓	✓
9	Experience of successful line management.	E	✓	✓
<b>Abilities, Skills and Knowledge</b>				
10	Strong written / verbal communication.	E	✓	✓
11	To be able to support ICT where needed.	E	✓	✓
12	ICT literate with a working ability to use key IT software to present work to a high standard.	E	✓	✓
13	Ability to maintain strict confidentiality in all matters and command confidence and credibility.	E	✓	✓
14	Strong research skills.	D	✓	✓
15	A customer service focus and the ability to communicate with customers and people from all backgrounds and levels.	E	✓	✓
<b>Personal Qualities</b>				
16	An enthusiasm for the job	E	✓	✓
17	Commitment, energy, creativity and imagination. A capacity for hard work.	E	✓	✓
18	A strong commitment to the school's values and ethos, plus own professional conduct and ethics	E	✓	✓
19	Commitment to support the school's agenda for safeguarding and equality and diversity	E	✓	✓
20	A team player including flexibility and willingness to assist with the development of the school	E	✓	✓



# Application Process

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

The closing date for applications is **Noon GMT on Thursday 5 December 2024.**

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.

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](mailto: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.





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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

