

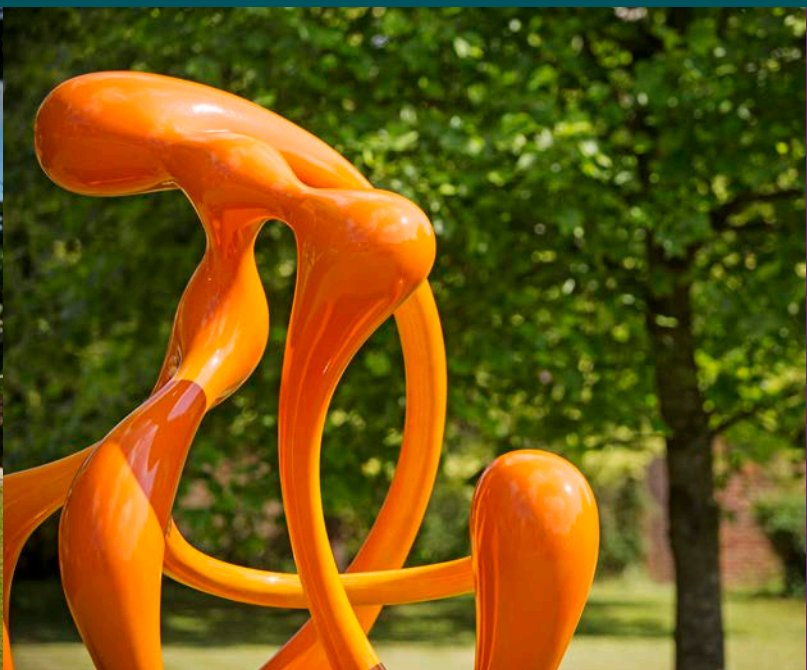
SEVENOAKS SCHOOL

JOB DESCRIPTION



Lead Network Technician

(Full-time, all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 50 countries worldwide.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. It was the second highest achieving large-cohort IB school in the world in 2018 and 2019, the top independent IB boarding school in the UK in 2018 and also the top fully co-educational IB school in the UK.

In 2018 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – 'Excellent' – in both of the two categories which formed the basis of the inspection: 'Pupils' Achievement' and 'Pupils' Personal Development'. The inspectors were most impressed by the outstanding attitude to learning and the genuine spirit of enquiry and contribution that characterised all aspects of the curricular and co-curricular programmes.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: www.sevenoaksschool.org.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A world-class Science and Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.



The Department

The IT Service department provides a wide range of support to all students and every department in this dynamic school. A team of nine staff supply, maintain and support a professional enterprise network covering around 30 buildings over several miles, with an array of software systems and over 1,000 PCs, tablets, laptops and other devices. We also offer campus-wide WiFi for staff and students' personal devices.

The Role

Working with the Head of IT Services and three other IT Service Technicians, the Lead Network Technician will be responsible for the school's network and wireless infrastructure.

The Lead Network Technician reports into the Head of IT Services.

Main Duties and Responsibilities:

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Maintain existing network and infrastructure systems including:
 - o Network switches, cabling, leased line internet, firewall, wireless network and other systems to provide uninterrupted network service.
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 - o Servers and storage, supporting a range of database and other school systems, with full

backup and recovery.

- o Support enterprise server environment (Windows 2008 and 2016).
- o Client devices: predominantly Dell PCs, iPads and other emerging technologies.
- Ensuring that the networks are protected from malware and viruses, identifying areas that might be under threat and areas where security can be improved, keeping up to date on ever-changing cyber-threats.
- Monitoring network performance to determine if adjustments need to be made.
- Troubleshooting, diagnosing, and resolving hardware, software and other network and system problems to restore service as quickly as possible.
- Creating accurate network diagrams and documentation for design, planning and support of network systems.
- Working with the Head of IT Services and other team members to research, plan and oversee the development and smooth implementation of new networking systems.
- Setting up and maintain users' accounts through Active Directory and Group Policies.
- Helping staff and students set up and maintain WiFi connection of personal devices.
- Maintaining the school's phone system and work closely with the phone service provider to keep the lines active.



Experience and Qualities

Strong understanding of network infrastructure and network hardware.

Knowledge and experience in:

- HP switches, network topologies, TCP/IP, DNS, DHCP.
- Firewalls (Watchguard), web filtering.
- Wireless network (Aruba).
- Fortinet/Bradford Network Sentry.
- Mitel phone system.

Desirable knowledge and experience includes:

- Windows Server 2008/2016 including Active Directory, Group Policy management.
- Office 365.
- Windows 10.
- Apple Mac and iPad (OSX and iOS).
- Virtualisation: VMware, Hyper-V Storage.
- HP Server hardware and tape backup library.
- Dell PCs and iMacs, Toshiba laptops and iOS devices.

We also need someone who:

- Enjoys helping people and working as part of a team.
- Can communicate appropriately with colleagues, staff and students at all levels.
- Provides excellent customer service at all times.
- Is self-motivated, consistent, organised and persistent, and has excellent interpersonal skills.

Hours

The basic hours are 08:30 to 16:30, Monday to Friday, 40 hours per week, all year round. Working one in six Saturday mornings.

The rota is subject to alteration to meet the changing needs of the school, so flexibility is required.

Salary and Benefits

Salary

A competitive salary will be offered that is commensurate with the qualifications, skills, and experience of the successful candidate.

Benefits

- Holiday entitlement of 33 days, including bank holidays.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).



Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

The closing date for applications is 12/12/2021 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.