

Staines Preparatory School



IT Network Manager - Interim
(6 Months)

to start March 2026

Deadline for application 27 February 2026 -12 noon
Interview: As suitable candidates apply

Thank you for your interest in applying for the position of IT Network Manager - interim here at Staines Preparatory School.

This pack will give you an insight into our school and why we think Staines Prep is an exciting and innovative place to work.

Our school is a forward thinking, diverse, inclusive school. I am proud that we celebrate children as individuals, acknowledging their unique characters, traits and skills. They are encouraged to embrace challenges and learn collaboratively, with effort being praised alongside achievement. Our latest ISI inspection rated us “excellent in all areas”.



We pride ourselves on having a real family feel with real family values, and dedicated staff lead by example. We provide exemplary pastoral support and continuously champion our dedication to wellbeing.

We are seeking someone with a strong work ethic to join our enthusiastic team. You will join our hardworking professional staff whose dedication to our high standards makes the school a special place to work.

Staff enjoy working at Staines Prep and I hope you will see why from this brochure. Please take the opportunity to read the information within this pack, and if you have any questions please do not hesitate to get in touch with us.

Mrs Hannah Miles
Headteacher



Staines Preparatory School

About Us

We are an innovative, friendly and caring independent preparatory school situated in the busy town of Staines-Upon-Thames. We have excellent transport links to London, Windsor and Reading via the adjacent train station, or a short drive to the M25. We have approximately 200 children between the ages of 2 and 11 in our academically non-selective, coeducational school. Classes run from Nursery through to Year 6, with children up to Year 3 enjoying a dedicated class teacher, while children in Year 4 to Year 6 work with specialist teachers in specialist classrooms to make the most of their learning opportunities.

Our aim is to provide an all-round education that encourages each child to reach their full potential in a caring and supportive environment which enables them to develop a sense of community and an understanding of the wider world. We take particular pride in our reputation for the pastoral care we provide and the personal development of the children and recognise that this is built very much on the commitment and skills of our staff. The success of the School and the well-being of the staff depend very largely on co-operation, trust and respect between all levels of the team.

Our pupils come from a wide range of backgrounds and the School is proud of the rich cultural and ethnic mix within our community. After Staines Preparatory School, pupils move on to a variety of senior schools, including competitive entry independent schools, grammar schools, other independent schools and local maintained sector schools.

We have exceptional facilities which include a Digital Learning Suite, a large sports hall, an excellent performance area with specialist lighting and sound, a food technology room, a trim trail and climbing wall, Forest School area and outdoor classroom, state-of-the-art cricket nets and a floodlit 3G all weather court. The Upper School all have brand new, large interactive smart panels which are facilitating the most cutting edge teaching techniques.

We have a strong school community, and new staff often comment on the strength of this partnership and how friendly and helpful they find the environment to be. Additionally, the School wishes to provide our staff with continual opportunities to develop to the benefit of both the school and themselves. At Staines Prep we take the welfare of our staff as seriously as we do the children in our care. Every member of staff is valued and respected.



Key Responsibilities and Person Specification

MAIN PURPOSE AND SCOPE OF THE JOB:

Responsible for the management, maintenance and security of our ICT systems and infrastructure. Recommending, budgeting, and sourcing any investment into the schools ICT provision. Keeping up to date with the latest innovations in hardware, software, and AI solutions. Conducting a feasibility study of outsourcing IT services for the school including impact analysis, engaging with providers, critically evaluating, and presenting options to the Governing body.

Overall Objectives:

- To contribute to the vision of ICT development including documenting IT requirements of the school, critically evaluating the potential to outsource, impact analysis, devising best fit in terms of providers and presenting your proposal to the Governing Body.
- Ensure all IT services remain in place and are conducted effectively to:
 - Ensure that the integrity of the ICT infrastructure is maintained.
 - Ensure the smooth running of the ICT Support Service.
 - Support the delivery of ICT across the curriculum.
 - Advise staff on emerging technologies as appropriate.

Main Duties and Responsibilities:

- Management of the network infrastructure, servers, workstations, software, and cloud technologies
- Providing technical support to all staff, students, and parents in a timely manner.
- Maintaining relationships with 3rd party ICT vendors including contract negotiation and SLAs.
- Management of the ICT annual budget and contributing to the re-forecast process.
- Identify, plan, budget and implement the replacement and improvement of ICT infrastructure, software, and solutions.
- Design and develop modern electronic administrative solutions for the school.
- Guiding the school in the development of Data Protection, Cyber Security and E-Safety best practices and adopting the role of Data Protection Officer.
- Responsible for the schools AV systems such as classroom interactive panels and stage sound and lighting

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



Key Responsibilities and Person Specification

Specific Responsibilities include:

- Management of the schools ICT network and cloud solutions (including the schools MIS)
- Identify, plan and budget all future developments and upgrades of the schools ICT systems.
- Responsible for maintaining, updating, and testing the ICT disaster contingency plan.
- Responsible for ensuring regular backups are taken and tested in accordance with disaster recovery procedures.
- Assisting with the creation and updating of ICT policies, including the use of Artificial Intelligence
- Management of ICT CAPEX & OPEX budget, obtain quotes from Suppliers to ensure best value for the school.
- Maintain Inventory of all equipment for insurance arrangements.
- Managing the schools cyber security systems, including Firewall, Anti-Virus, and Email protection
- Providing ICT training to staff when required
- Provide technical support to the whole school community, including teaching and support staff, pupils, and parents.
- Responsible for all ICT projects and liaise with 3rd party contractors.
- Ensuring minimal disruption and down time. Planning maintenance windows during the school holidays
- Creating and managing users of our ICT systems and creation of ICT Support Manuals to assist staff in the basic elements
- Liaise with contractors in conjunction with the Facilities Manager for new-build or refurbishment projects.
- Respond to specified requests from the School Leadership Team (SLT) for the design and development of administrative processes and/or procedures.
- Managing and maintaining the schools printing solution, including any standalone printers.
- Setting up and supporting the use of Audio/Visual equipment when required, including lighting for school events and productions. Also supporting the facilities team when required, including the setting up of school events.

Additional duties:

- To play a full part in the life of Staines Preparatory School, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Headteacher/Bursar/SLT.



Key Responsibilities and Person Specification

Health and Safety:

- Working to the risk assessment standards, the IT Network Manager must ensure that health and safety procedures are adhered to, and the correct equipment is always used.
- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- 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, in consultation with you, may be changed by the Headteacher or Bursar to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

- Formal IT qualifications desirable
- Experience working in a school environment.
- Experience of outsourcing IT functions desirable.
- Experience supporting network infrastructure (Switches, Servers, Wi-Fi)
- Experience managing users and devices in Office 365 and Intune
- Experience supporting AV equipment.
- Experience of supporting a school MIS
- Proven customer service experience.
- Excellent communication skills (in person, on the telephone and in writing).
- Friendly and positive demeanour.
- Experience of working in a busy environment with the ability to prioritise tasks.
- Excellent administrative skills, with advanced Microsoft Word, Excel, Office 365, and Outlook skill level.
- Self-motivated and enthusiastic with a proactive 'can do' attitude.
- Discretion and confidentiality.
- Ability to work in a team.



Why Work With Us

Staines Preparatory School is a great place to work. Not only do we offer everything you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff wellbeing and numerous staff training opportunities, we also offer extras which we hope set us apart from other schools.

These include:

- Generous DC pension and benefits scheme.
- Access to the Employee Assistance Programme, which offers free support on a range of issues such as work, wellbeing, money, health and legal advice.
- Fee remission.
- Buddies - upon appointment you will be paired up with a suitable colleague who will be on hand to answer any questions and offer advice before you start with us.
- Secret Friend - participants are given a 'Secret Friend' to buy them gifts from a list of preferences, and you will receive them too!
- Social Events - we have a dedicated team to ensure we enjoy Christmas and end of year social events, along with additional get togethers throughout the year.
- Parking on site.
- Lunch is provided (dependant on hours).
- Staff Choir (mornings).

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Salary

We offer a competitive salary

Hours of Employment

8.00am - 4.30pm

Application Process

The closing date for applications is 27 February 2026 -12 noon, however we reserve the right to interview sooner for the right candidate, so please submit your application early.

If you have any questions please do not hesitate to get in touch, or if you would like to visit our school please email

Mrs Angelita Faulkner via hmpa@stainesprep.co.uk