

IT NETWORK ENGINEER

REQUIRED FROM JUNE 2025

CANDIDATE PACK



James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

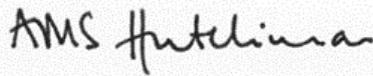
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Jo Power; PA to the Director of Operations (jo.Power@jags.org.uk) if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

IT NETWORK ENGINEER

THE ROLE

JOB TITLE:	IT Network Engineer
TERMS & CONDITIONS:	Permanent, Full time, 35 hours per week 8am to 4pm (with 1-hour unpaid lunch break), flexibility to undertake occasional work on evenings and weekends will be required
SALARY:	Actual Salary: £45,000 - £50,000 per annum, depending on qualifications and experience
RESPONSIBLE TO:	Head of IT (Strategy & Projects)

Overview

The post holder will be responsible for playing a crucial role in the development and maintenance of the IT Systems and services of the whole School. Under the direction of the Head of IT (Strategy and Projects), the post holder will strive to ensure secure, technically robust and high performing IT systems and services.

As a network specialist, the role will be primarily focused around managing and maintaining the network infrastructure. The post holder will ensure the stability, integrity, and efficient operation of the wired and wireless network. The post holder will act as an escalation point for the IT technicians and IT Systems Engineer on network related issues. Close collaboration and with other members of the department will be vital to ensure issues are rectified as effectively and efficiently as possible.

Main responsibilities

- Manage and maintain network infrastructure including routers, switches, firewalls, and wireless access points
- Monitor network infrastructure to ensure optimal security, performance and reliability
- Manage and monitor network access control systems and security best practices
- Perform regular network assessments and audits to identify areas for improvement
- Collaborate with other members of the IT department to ensure the most effective approach to troubleshooting IT issues
- Configure, manage and maintain Palo Alto firewalls according to security best practices
- Configure and manage firewall monitoring and reporting
- Develop and maintain network documentation, including diagrams, configurations, and procedures.
- Provide technical support and training to end-users and other IT staff
- Act as a point of escalation for complex network issues and provide advanced troubleshooting support
- Support and mentor IT technicians, fostering their professional growth and development
- Work as part of a team to achieve departmental and organisational goals.

- Stay updated with the latest industry trends and technologies to ensure the network infrastructure remains current and effective.

General IT Services

- Provide technical support of IT systems and services to end users
- Carry out general IT Systems administration, configuration and the maintenance of Active Directory, Microsoft 365 and related systems
- Administer and monitor the security and access controls of sensitive systems
- Administer and monitor the school's internet/firewalling and content filtering provision
- Administer, maintain and monitor the school's backup and disaster recovery systems
- Ensure that all relevant documentation of services and changes to systems and procedures updates are implemented and relevant information always remains up to date.

IT Training

- Assist with IT training of staff and students when required
- Create IT training materials for staff and students when required

General

- Assist the Head of IT to manage and develop the school IT infrastructure
- Keep up to date with the latest trends in IT in education and digital technologies
- Carry out any other reasonable tasks commensurate with the role as requested by the Head of IT or the Director of Operations

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PERSON SPECIFICATION

Operational Excellence

- A well-qualified graduate with a degree in Computer Science or a closely allied subject, or technical certifications e.g. CCNA, CCNP or equivalent experience
- Previous experience in managing and administering an enterprise wired and wireless network
- Demonstrable experience of managing enterprise firewall technologies
- Demonstrable experience of managing DNS, DHCP, NPS/Radius systems
- Demonstrable experience of delivering IT solutions in an enterprise environment
- Previous experience of working with Microsoft Azure, Intune and associated cloud technologies
- Previous experience of administering Windows Server/Active Directory environment
- Previous experience with using PowerShell/scripting technologies and systems automation for an enterprise environment
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Previous experience of working within an IT department in an educational setting would be desirable

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Antony, Harris; The Head of IT (Strategy & Projects) (antony.harris@jags.org.uk) will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date : **Midday on Monday 28 April 2025**

Interview Date : **Week commencing Monday 28 April 2025**

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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Ages 4-18

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