



KING'S COLLEGE SCHOOL
WIMBLEDON



NETWORK AND SYSTEMS MANAGER

Information for prospective staff



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THE DEPARTMENT

The King's IT department provides support to the three schools run by The Corporation of King's College School. You will be joining a department of six, led by the Director of IT. Although roles within the team are separate, the team works closely together based in the same office, with as much sharing of knowledge as possible and training on new technologies. Within the school, the IT department works closely with the resources department as part of the Bursar's organisation and has development direction provided by the Digital Strategy Group. The school is currently engaged in a major programme of investment in IT as part of the digital strategy.

The Network

The school runs a Windows 10-based network across the three schools plus sports ground and boathouse, encompassing approximately 800 desktops, and has implemented an ambitious digital strategy to provide all teachers with a mobile device, either a Microsoft Surface or iPad, and has developed the use of cloud services, particularly Office 365.

Every classroom has a projector or interactive touchscreen, with either a PC or the ability for staff to connect their mobile device. Some also have additional items such as data logging and specialist printers. The increasing use of portable technologies and the use of

Cloud services is the current focus. The IT department supports Microsoft Surface and iPad class sets, as well as Chromebooks and other devices. This leads to a continued evaluation and expansion of the wireless coverage, internet subscriptions and promotion of tools such as Office 365. The network also supports various connected devices such as IP telephony, copiers and security devices, and is continually monitored to maximise performance.

The school uses a varied selection of software packages, managed and deployed using industry standard management systems, both on-premise and in the cloud. The school operates an in-house application, King's Information Management (KIM), that provides a user-friendly interface for staff to carry out essential tasks and find information, as well as an intranet using SharePoint Online. In addition, the aim is to integrate the various databases with the school's main MIS so information can be shared.



THE ROLE

Reporting to the Director of IT

The Network and Systems Manager is a senior member of the IT team and is responsible for supporting the school's network infrastructure and servers, for overseeing the network dependent systems and dealing with network, server or systems specific support tickets, as well as other 3rd line support cases. They will also support or undertake appropriate IT projects.

The Network and Systems Manager is responsible for the following:

- Installation, management and support the school's IT infrastructure, including servers (physical and virtual), networking equipment, client devices, telephony system, cloud services and integration of third-party solutions.
- Be the school's expert on digital platforms including Office 365.
- Maintain the highest possible uptime and availability of network services including redundancy, storage management and preventative maintenance.
- Monitoring the appropriate use of the network, including firewall and safeguarding software.
- Monitoring essential IT services and taking the appropriate remedial action if not working.
- Maintaining network cabinets and dealing with routine network connectivity problems.
- Ensuring the network and its systems are secure,

including the managing and applying security updates/patches and ensuring antivirus software is applied and kept up to date, to mitigate the chances of a security breach.

- Providing support for network, digital or server related tickets and for the configuration and installation of network dependent systems. (PC, Phone, Printers, Wireless, CCTV, etc.). To liaise with external contractors both digital and site based.
- Ensure all essential files and systems are backed up and that backups are successful and regularly tested
- Be the face of, and deliver, (alongside Director of Digital Learning and Innovation) staff training in digital literacy and proficiency.
- Assisting with planning and configuring of the network switching systems.
- Along with the Director of IT, properly plan and budget hardware and software procurement, implementation and integration.
- Remain up to date with current IT developments in both hardware and software, attending appropriate meetings and training, including visiting and learning from other schools..
- Assisting in maintaining an up-to-date asset inventory of IT equipment within the school.
- Undertaking other tasks that the Director of IT might reasonably expect of the IT team in agreement with individual.



THE PERSON

You will be enthusiastic, highly motivated and keen to work in a high profile department with excellent people, communication and listening skills. A 'can do' flexible attitude towards working, workload prioritisation and an ability to work to tight deadlines, are essential.

You should also have the following skills:

Essential

- Experience of working in a similar technical role
- Windows Server and Windows 10/11
- Windows networking - Active Directory, Group Policy, DNS
- Networking and network hardware, particularly Cisco and Unifi
- Virtualisation (VMware) and SAN
- Endpoint management and MDM, particularly SCCM and Microsoft Endpoint Manager/Intune
- Experience researching, testing and applying a high level of security
- Office 365 and Azure AD
- Backup, Disaster Recovery and high availability

Desirable

- Technical qualifications, particularly from Microsoft and/or Cisco
- Knowledge and/or experience with Azure
- Linux
- Google Workspace

- iOS/iPadOS
- Android

Terms and Conditions

- This is a permanent, full-time role
- The annual salary will be competitive (dependent on skills and experience), based on a 40 hour working week
- Working hours - Monday to Friday, 8.30am to 5.30pm (during the probationary period) with an hour for lunch – daily working pattern thereafter to be agreed
- Occasional evenings & weekends will need to be worked to cover events and functions - it will be agreed in advance of each event whether this will be covered by taking time off in lieu or via paid overtime
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (holiday must be authorised in advance and fit in with the department's work schedule)
- A minimum of 5 days' leave must be taken over the Christmas holidays when the school is closed
- School lunches are provided free during term-time
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution
- Programme of staff health benefits
- Discounted gym membership



APPLICATION PROCESS

A completed application form, with full CV and covering letter in support of your application should be sent either by email to Recruitment@kcs.org.uk or by post (marked 'Application' in the top left hand corner) to:

Tanya Allen
Human Resources Director
King's College School
Southside
Wimbledon Common
London
SW19 4TT

Please note: incomplete applications (without all three requested documents being submitted) will not be accepted.

Closing date: Thursday 24th February 2022 at 9am

Interviews will take place week commencing 28th February 2022

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



THE SCHOOL

King's College School is an independent day school for boys aged 7-18 and girls aged 16-18. Founded in 1829 by Royal Charter, King's is a school of almost 1,500 pupils, including approximately 300 boys in the junior school, located in one of the most attractive and peaceful parts of London. There are over 240 staff in the two common rooms and approximately 160 non-teaching staff.

King's prides itself on being a forward-thinking and innovative school. As well as being a very successful International Baccalaureate school, we offer pupils the opportunity to study from a wide A level curriculum and to engage with our family of schools abroad. We accept boys at the age of 11 into year 7 of the senior school from both primary and prep schools, as well as our own junior school. We also continue to offer the 13+ entry into our fourth form (year 9), and over 50 girls join the school each year at 16 to study in our sixth form. A £50m master plan was recently completed that has renewed and replaced major facilities across the campus.

At King's, colleagues, parents and pupils work together in a warm and supportive atmosphere to help every child achieve their full potential. We are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, and the experiences of all pupils are as positive as they can be. We have recently appointed a new director of equality, diversity and inclusion to spearhead our equality and inclusion agenda in all its forms.

Academically, King's is consistently placed within the top five schools in national league tables. In 2019 (the most

recent year when exams have taken place), over 50% of all sixth form grades were awarded A* at A level or 7 at IB Higher Level and over 80% of all GCSEs were graded 9/8 (or A*). Over 300 boys and girls have won places at Oxbridge in the last seven years, with over 90% of pupils achieving their first choice university offer.

Our approach at all levels encourages pupils to look beyond academic excellence, as the vibrant success of our drama, music and games departments indicates. We are fully committed to the CCF, the DofE Award Scheme, and partnership work with over 30 local maintained schools, encompassing community projects involving large numbers of King's pupils on Friday afternoons.

King's has a history of enabling bright young minds from every background to access the school, and financial assistance of up to 100% of tuition fees and up to 100% of other costs is available. Admitting boys aged eleven directly into the senior school since September 2016 has afforded access from a wider range of family backgrounds and we have raised significant bursary funds to support the 11+ senior school entry, which includes income from our sister and partner schools in China, Bangkok and Monaco.

Alumni of the school include poet and painter Dante Gabriel Rossetti, Nadhim Zahawi MP, actors Khalid Abdalla and Ben Barnes, theatre director Christopher Luscombe, musicians Marcus Mumford (Mumford & Sons) and Dan Smith (Bastille), and policy advisor Devina Banerjee who was awarded an MBE recently for her work in the UK Vaccine Task Force.



WORKING AT KING'S

King's is a vibrant and energetic community to be part of. There is an atmosphere of kindness, cooperation and trust. There is a "can-do" attitude amongst the staff body, coupled with high levels of emotional intelligence, good humour and mutual support. Our staff believe that King's truly is an excellent place to work, epitomised by the results of our 2018 staff survey in which 100% of staff stated that they enjoyed their job.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Salary well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution

- Health care provision
- Discounted gym membership
- Free lunch (during term time)
- Shuttle buses from Wimbledon station
- Travel loans
- 25% fee remission (for children of staff members who meet the academic criteria)



INCLUSION AT KING'S

At King's we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of behaviour, whether in person, at school, or in the

virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

WORKING AT KING'S - STAFF PROFILES



"When I joined King's staff were so welcoming and friendly which helped me to settle into my job role quickly. The rest of the IT department were very reassuring, which allowed me to provide better support to the two IT technicians I manage. I really enjoy using the new sports facilities in the evenings, which is a great benefit to working at King's."

- Mr Brown
IT Helpdesk Manager



"When I arrived at King's in 2001, I never thought that I would still be here 21 years later but the warmth and friendliness of the King's community is so welcoming that it very quickly becomes an extension of your family. The school is full of energy and enthusiasm from staff to pupils and is constantly striving to develop, making it an exciting and interesting place to work. This combined with a true sense of team spirit ensuring that we support each other in maintaining standards to the highest level, makes King's a very special place."

- Mrs Grainger
PA to the Bursar



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

- Mr Laska
Porter



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops. The charming children's Polka Theatre is situated in the centre of Wimbledon and a new stadium for AFC Wimbledon has recently opened just a short drive away. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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