



**Mayfield Grammar School  
Gravesend**

**Assistant Network Manager**

**Closing date: 9 am on 10<sup>th</sup> February 2026  
Interviews to be held w/b 23<sup>rd</sup> February 2026**



## **Mayfield Grammar School Gravesend**

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### **Assistant Network Manager**

**Assistant Network Manager – Mayfield Grammar School, Gravesend**  
**37 hours per week full time**  
**KSE £27,852**

We are seeking a skilled and motivated Assistant Network Manager to join our IT Department and play a vital role in maintaining our ICT infrastructure and supporting the delivery of technology across our curriculum.

This is an excellent opportunity for a technically proficient individual who enjoys problem-solving and working in a fast-paced educational environment. At Mayfield Grammar School, you'll be part of a thriving secondary school community with 1,450 students. You'll contribute to the vision of ICT development and advise staff on emerging technologies, making a real difference to teaching and learning.

In return we offer a supportive working environment with a team of friendly, efficient and professional staff who work together to support the aims of the school.

Further details and an application form are available from the Staff Vacancies section of the school website [www.mgsg.co.uk](http://www.mgsg.co.uk)

Applications made via Kent Teach will be accepted.  
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by

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***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## **Mayfield Grammar School, Gravesend**

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsq.co.uk](http://www.mgsq.co.uk)

## JOB DESCRIPTION

Job Family	IT Department
Job Profile Title	Assistant Network Manager
Grade	KSE - £27,852 37 hours per week (52 weeks per year)

### Objectives:

- To ensure that the integrity of the ICT infrastructure is maintained.
- To support the delivery of ICT across the curriculum.
- To advise staff on emerging technologies as appropriate.
- To contribute to the vision of the ICT development.

### Main duties and responsibilities (accountabilities):

#### General Operational responsibilities

- Provide 2<sup>nd</sup> and 3<sup>rd</sup> Line IT support to the school.
- Diagnose and resolve software and hardware incidents.
- Setup and install new equipment.
- Support and maintain school-owned technology.
- Contribute to specialist resources created by the school.
- Provide guidance and assistance to staff, students and IT staff.
- Ensure appropriate stock levels are maintained.
- Identify and undertake training where required.
- Adhere to School Policy.
- To ensure documentation and training is provided where appropriate.

#### Network Maintenance & Support responsibilities

- Monitor and maintain LAN/WAN, wireless networks, and VPN connections.
- Perform routine network health checks and resolve connectivity issues.
- Configure and manage network devices such as switches, routers, firewalls, and access points.

#### System Administration

- SCCM and Intune will need to be your areas of expertise.
- Assist in managing servers, storage systems, and virtualization platforms.
- Apply patches and updates to network and system components.
- Maintain accurate documentation of network configurations and changes.

#### Security & Compliance

- Implement and monitor network security measures, including firewalls and intrusion detection systems.
- Ensure compliance with organizational security policies and industry standards.
- Assist in responding to security incidents and performing vulnerability assessments.

#### Project and further responsibilities

- Report on equipment status.
- Assist the schools Head of IT.
- Provide change impact assessments.
- Assist site teams with any projects involving cabling or IT equipment.
- Support with developing IT apprentices.

**General accountabilities:**

- Ensure that output and quality of work is to a high standard and complies with current legislation/standards.
- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.
- Undertaking such other duties as reasonably correspond to the general character of the post.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the school's services.

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

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher or their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment and professional approach within a school environment.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed and follow the school's Health & Safety Policies.

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.

The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Headteacher