



Network Officer





Contents

1. Introduction
2. Our Mission and Values
3. Working for Eltham College
4. The Role and Person Specification
5. Terms of Appointment and How to Apply

*A reputation to rival any
of its competitors*

Good Schools Guide





Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read [here](#).





Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**



Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.





Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:





Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Alex Matthews (Head, Blackheath Prep), the Head, Eltham College Junior School (currently Acting Head, Richard Lock), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.



Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme

A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme

A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness

Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations

Provided annually, on site.



Access to Employee Assistance Programme

Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access

Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments

Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments

All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission

Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff

Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links

Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.



The Role and Person Specification

Job Description

Job Title:	Network Officer
Reports to:	HR Director
Location:	Eltham College Family of Schools
Salary:	£35,000 - £45,000

Job Purpose

The Network Officer will be responsible for the day-to-day management, maintenance, and security of the Family of Schools' passive and active networks and server hardware. This includes supporting key infrastructure services such as CCTV, Access Control, and associated networked systems. The post holder will proactively monitor network performance, troubleshoot issues, and develop network monitoring and alerting capabilities. Additionally, the role will provide technical leadership in IT projects requiring network input, such as new builds and refurbishments, while ensuring the security and resilience of all networked systems.

Key Responsibilities

Network Management & Monitoring

- Oversee the operation, performance, and security of the Family of Schools' active and passive networks, including switches, routers, firewalls, and wireless infrastructure.
- Proactively monitor network performance, ensuring uptime and reliability, and respond to incidents as required.
- Develop and implement network monitoring and alerting systems to enhance visibility and proactive fault resolution.
- Troubleshoot and resolve network-related issues, ensuring minimal disruption to services.

Backup & Disaster Recovery

- Manage and maintain backup services, ensuring data integrity and compliance with best practices.
- Advise on backup strategies, vendors, and services with a focus on cloud technologies and disaster recovery.
- Ensure the organisation has a robust disaster recovery plan that aligns with cloud-first principles.
- Collaborate with vendors and internal teams to continuously improve backup and recovery procedures.
- Liaise with the Cloud Solutions Specialist on all aspects of backup management, disaster recovery planning, and infrastructure resilience.

Infrastructure & Server Maintenance

- Responsible for the maintenance and upkeep of the Family of Schools' on-premise server hardware, ensuring all systems remain secure, operational, and optimised.
- Manage security patching, performance monitoring, and troubleshooting to ensure servers remain resilient and reliable at all times.



- Oversee capacity management, ensuring server resources meet current and future demands, and provide strategic advice on necessary upgrades and refresh cycles.
- Collaborate with the Cloud Security Specialist to develop and implement the cloud-first strategy, ensuring a secure and efficient transition from on-premise infrastructure to cloud-based solutions where feasible.
- Support the migration process, ensuring smooth integration of hybrid and cloud-based services to enhance scalability, security, and resilience.

Security & Cyber Threat Mitigation

- Ensure the security of all network infrastructure, applying best practices in firewall configuration, access controls, and network segmentation.
- Monitor and mitigate cybersecurity threats affecting network infrastructure.
- Liaise with third-party cybersecurity providers to enhance network security and resilience.
- Keep up to date with emerging security threats and industry standards, implementing necessary improvements to network security.

Infrastructure Support & Project Leadership

- Lead on IT projects that require network input, including new builds, refurbishments, and technology upgrades.
- Work closely with external contractors and vendors to support the design, implementation, and maintenance of network and infrastructure projects.
- Ensure smooth integration of CCTV, Access Control, and other associated systems into the broader IT network infrastructure.
- Plan and coordinate capital refresh projects for network infrastructure, ensuring the network remains scalable, resilient, and fit for purpose.

Vendor & Stakeholder Liaison

- Act as the key point of contact for third-party network support providers, ensuring service levels are met and evaluating their performance.
- Maintain strong working relationships with network hardware and service vendors, ensuring the Family of Schools gets the best value and performance.

Capacity Planning & Service Improvement

- Liaise with the Director of IT & Digital Strategy to identify and propose network enhancements and improvements that align with the strategic IT vision.
- Assess network capacity and performance, ensuring it meets the growing demands of the Family of Schools.
- Make recommendations for upgrades, optimisations, and enhancements to improve network efficiency and resilience.
- Keep detailed documentation of the network topology, configurations, and maintenance schedules.

Person Specification

Key Competencies:

- Strong problem-solving mindset with the ability to diagnose and resolve network and infrastructure challenges efficiently.
- Ability to work under pressure in a fast-paced environment, responding quickly to critical incidents and minimising downtime.



- Excellent communication skills, with the ability to engage effectively with key IT stakeholders, senior leadership, and external vendors.
- Strong team player with a collaborative approach to working with IT colleagues and other departments.

Essential Criteria:

- Significant experience in network management within a medium-to-large IT environment.
- Strong technical expertise in configuring and maintaining enterprise-grade networking equipment (switches, routers, firewalls, VLANs, and Wi-Fi infrastructure).
- Experience troubleshooting and resolving complex network issues.
- Solid understanding of network security principles, including firewalls, VPNs, and access control mechanisms.
- Knowledge of monitoring and alerting tools for network performance and security.
- Experience working on IT infrastructure projects, particularly in network design and implementation.
- Ability to manage vendor relationships and evaluate third-party service performance.
- Strong documentation and reporting skills.

Desirable Criteria:

- Certifications such as CCNA, CCNP, or equivalent.
- Experience in educational IT environments.
- Knowledge of CCTV, Access Control, and other network-integrated systems.
- Familiarity with cloud-based networking solutions and software-defined networking (SDN).
- Experience with network automation and scripting tools.

Person Specification

End-User Support During Critical Periods:

- Support 1st and 2nd line end-user support calls during busy periods or critical times of the year, such as the start of the academic term or results day.
- Collaborate with the Helpdesk Coordinator and IT Technicians to provide enhanced IT support and ensure minimal disruption to teaching and operations.

Multi-Site Responsibilities:

- The role requires frequent travel across all school sites, ensuring network consistency and security at each location.
- The post holder must be able to prioritise and manage workloads effectively across multiple locations.

Emergency Response & Incident Management:

- Be the lead contact for network-related incidents, ensuring swift resolution and minimal downtime.
- Develop and maintain a structured incident response plan for network failures or cybersecurity threats.

Training & Knowledge Sharing:

- Provide guidance and training to IT colleagues on network infrastructure best practices.
- Work to upskill junior team members in troubleshooting and network maintenance.



Compliance & Regulatory Considerations:

- Ensure network security aligns with industry standards and regulatory requirements such as GDPR and Cyber Essentials.

Scalability & Future-Proofing:

- Develop a forward-looking network strategy that anticipates future growth and emerging technology trends.
- Ensure that network infrastructure upgrades align with the wider digital transformation strategy.

Additional Information

- This role may require occasional travel between sites within the Family of Schools.
- Some out-of-hours work may be required for planned maintenance and project delivery.
- The post holder must comply with the Family of Schools' policies, including safeguarding and data protection policies.



Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Eltham College - Tes Jobs](#)

Short-listed candidates will be invited to attend an assessment day May 2025 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact William Townsend Education Support Professionals by telephoning 020 8559 2077 or contacting them via email (wtownsend@esp-recruit.co.uk).

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk

THE SUNDAY TIMES
SCHOOLS GUIDE
2024
INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
LONDON

Gloria Filiorum Patres



ELTHAM COLLEGE
JUNIOR SCHOOL

Eltham College Junior School
 Mottingham Lane
 London SE9 4RW

+44 (0)20 8857 3457
 juniors@eltham-college.org.uk

www.eltham-college.org.uk



ELTHAM COLLEGE

Eltham College
 Grove Park Road
 London SE9 4QF

+44 (0)20 8857 1455
 mail@eltham-college.org.uk

www.eltham-college.org.uk