



# THE PERSE SCHOOL CAMBRIDGE

## NETWORK & SYSTEMS ENGINEER

### CANDIDATE PACK





The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

### Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

### Our School Environment

As an academically selective school, we are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama. Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle.

There are many opportunities for support staff to get involved in the wider life of the school, from volunteering with our outdoor education department or helping in our Performing Arts Centre during one of the many productions.

You can read more about our school on our website.







**Salary:** £48,000—£52,000 depending on qualifications and experience

**Working hours:** 37.5 per week, full year

## The Role

The Perse School is seeking to appoint an experienced and motivated Network and Systems Engineer to play a key role in the development and resilience of its IT infrastructure. This is a newly created post, reflecting the School's continued investment in technology and its commitment to providing a secure, reliable and future-ready digital environment for teaching, learning and operations.

The School operates a complex, multi-site network supporting pupils, staff and parents across three campuses. The Network and Systems Engineer will work with enterprise-grade technologies, including VMware, Veeam, Cisco, and Microsoft on-premises and cloud services (Microsoft 365 and Azure), as well as specific cybersecurity applications and a large-scale wireless network, gaining exposure to a broad and modern technical estate.

Working closely with the Network Manager, the post holder will help to maintain and enhance core infrastructure services, while also taking ownership of defined projects and acting as a technical lead where appropriate. The role offers a strong balance between hands-on engineering, project delivery and strategic input, with opportunities to collaborate across the IT department and engage with the wider school community. This is an excellent opportunity for a skilled network professional who is looking to apply their expertise in a varied, well-supported and technically ambitious environment.

As a member of the Support Staff, the Network and Systems Engineer's ultimate line manager will be the Bursar, although day-to-day responsibility will be to the IT Manager.

## Job Purpose

The purpose of the Network and Systems Engineer role is to ensure the ongoing reliability, security and performance of the School's IT infrastructure. The post holder works alongside the Network Manager to maintain and enhance core systems, including VMware, server and storage environments, network architecture and cyber security controls to support the School's operational and educational activities.

The Network and Systems Engineer provides advanced technical support, acts as an escalation point for the Helpdesk team and delivers infrastructure projects that improve system resilience and capability. Through specialist technical knowledge and proactive system management, the role contributes to a robust, secure and future-ready IT environment that underpins the School's strategic objectives.





## Key Responsibilities

### Network Infrastructure Management

- Maintain, monitor and optimise core network infrastructure, including switches, firewalls, wireless systems, VPNs and WAN/LAN environments.
- Configure and manage enterprise network services such as DNS, DHCP, VLANs, routing protocols and content filtering.
- Ensure network performance, resilience and high availability across all sites.
- Contribute to long-term network strategy and design.

### Server, Virtualisation & Storage

- Support and maintain virtualised server environments (e.g., VMware, Hyper-V).
- Manage core services including Active Directory, Group Policy, file/print services and authentication systems.
- Assist with storage solutions (SAN) and data availability across the organisation.

### Microsoft 365, SharePoint & Cloud Services

- Support and administer Microsoft 365 services, including Exchange Online, Teams, SharePoint Online, OneDrive and Azure AD–integrated features.
- Working alongside members of the IT department, support the design, implementation and maintenance of SharePoint sites, document libraries, workflows, and permissions to enhance collaboration and information governance.
- Oversee identity and access management within cloud platforms, ensuring secure authentication, conditional access policies and alignment with organisational security standards.
- Monitor M365 service health, performance and storage usage, responding to incidents and coordinating with Microsoft support when necessary.
- Assist with cloud-based data management, retention policies, backup strategies and compliance features.
- Provide 3rd-line expertise to support staff and students using cloud applications and collaborative tools.

### Cyber Security & Compliance

- Implement and maintain network security controls, including firewalls, intrusion prevention, encryption and endpoint security.
- Monitor systems for vulnerabilities, unusual activity and potential threats.
- Support the organisation's cyber-security platforms and compliance frameworks (e.g., DfE security standards for schools).
- Conduct security patching, network audits and risk assessments.

### Monitoring, Troubleshooting & Incident Response

- Use monitoring tools to proactively identify issues affecting capacity, performance or security.
- Act as an escalation point for complex technical faults raised by IT support teams.
- Diagnose and resolve network, server and system incidents efficiently to minimise disruption.
- Lead root-cause analysis for major incidents and implement preventative actions.



## Key Responsibilities

### Project Delivery & Infrastructure Development

- Alongside the Network Manager, plan and deliver network and infrastructure improvement projects, including upgrades, migrations and new deployments.
- Work with vendors, contractors and service providers to coordinate project work and ongoing support.
- Contribute technical expertise to wider IT initiatives and digital transformation programmes.

### Support for End-User Services

- Provide 3rd-line support for IT systems used by staff or students.
- Assist with configuration requirements for managed devices (e.g., pupil/staff laptops, mobile devices, BYOD).
- Support cloud-based platforms such as Microsoft 365.

### Documentation & Policy

- Maintain accurate documentation of network architecture, configurations and procedures.
- Develop and review technical policies, standards and operational guidelines.
- Ensure disaster recovery and business continuity plans are documented and tested.

### Collaboration & Professional Development

- Work closely with the Network Manager, IT Manager and the Director of IT to align network strategy with organisational needs.
- Provide guidance and training to IT colleagues to improve overall technical capability.
- Keep up to date with emerging technologies, security trends and best practices.

### Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.







## Person Specification

- Strong experience managing enterprise network infrastructure, including switches, firewalls, wireless systems, VPNs and WAN/LAN environments.
- Proven ability to configure and support core network services such as DNS, DHCP, VLANs, routing and content filtering.
- Experience supporting virtualised server environments and core services including Active Directory, Group Policy, file/print services and authentication systems.
- Practical experience administering Microsoft 365 services (Exchange Online, Teams, SharePoint Online, OneDrive, Azure AD).
- Solid understanding of cybersecurity principles, including firewalls, intrusion prevention, patching and vulnerability management.
- Proven ability to diagnose and resolve complex 3rd-line infrastructure issues efficiently.
- Experience using monitoring tools to proactively identify performance, capacity or security issues.
- Experience contributing to infrastructure projects, upgrades or migrations.
- Strong understanding of network resilience, high availability and disaster recovery principles.
- Knowledge of modern cybersecurity threats, mitigation strategies and best practices.
- Awareness of business continuity and disaster recovery planning.

### *Desirable*

- Experience with SAN or enterprise storage solutions.
- Experience supporting compliance frameworks relevant to education (e.g. DfE cyber security standards).
- Experience working with vendors, contractors and managed service providers.





## Person Specification

### Technical Qualifications

#### *Essential*

- CCNA, CompTIA Network+ (or equivalent).
- Microsoft 365 / Azure certification (AZ-104 or similar).
- Microsoft Certified: Security, Compliance and Identity Fundamentals.
- Significant experience with VMware or similar virtualisation platforms.

#### *Desirable*

- Microsoft Certified: Azure Security Engineer Associate.
- Advanced firewall certifications (e.g., Sophos, Palo Alto or Fortinet) or significant experience.
- CWNA (Certified Wireless Network Administrator) or significant experience with wireless infrastructures.
- Microsoft SC-300 (Identity and Access Administrator) or SC-200 (Security Operations Analyst) or significant experience in Microsoft security.
- ITIL Foundation.

### Personal Attributes & Competencies

- Methodical and analytical approach to problem solving.
- Ability to work calmly and effectively under pressure during incidents.
- Strong attention to detail, particularly in documentation and configuration management.
- Excellent communication skills, with the ability to explain complex technical issues to non-technical colleagues.
- Collaborative team player, able to work effectively with IT colleagues and wider stakeholders.
- Proactive and self-motivated, with a commitment to continuous improvement and professional development.
- Flexible approach to working hours, including planned out-of-hours work when required.

## Job Specific Terms and Conditions

### Working Hours

This post is full time for 37.5 hours a week Monday to Friday with a half hour lunch break (unpaid), and full year. Start and end times may vary in order to enable an effective response to School events and will be at the direction of the IT Manager. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively.

There may be times when planned out of hours work will be required to complete specific projects. This work will be under the direction of the IT Manager or the Director of IT, and time off in lieu will be given as appropriate.

The post is primarily based in the Upper School but there will be a requirement to move between sites when necessary.

### Salary

The starting salary will be between £48,000 and £52,000 per annum, depending on qualifications and experience.

## Holidays

Paid holiday entitlement is 6 weeks plus Bank holidays per annum - one week to be taken at Easter, one week to be taken at Christmas and four weeks to be taken as agreed with the IT Manager. Holiday may not normally be taken during term time.

## Other benefits

Pension scheme with employer contributions of 13.75%; death in service of 3 x salary; free lunch in term time; free on site parking (subject to availability); cycle to work scheme; access to free on-site gym (subject to time restrictions); free weekly swim sessions in our new sports centre.

## Application process

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk).

## Closing Date

The closing date for applications is **Thursday 12th February at 12pm**.

## Interviews

Longlisted candidates will be required to complete an online IT assessment. Shortlisted interviews will then be held on 23rd and 24th February. Applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

## Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

## Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

