ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A NETWORK SERVICES ENGINEER

WELCOME TO ST MARY'S SCHOOL ASCOT

Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress

THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

• **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.

• **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.

• **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.

• **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.

• **Fostering** a partnership between parents, school and the wider community.

• **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.

• **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.

OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.
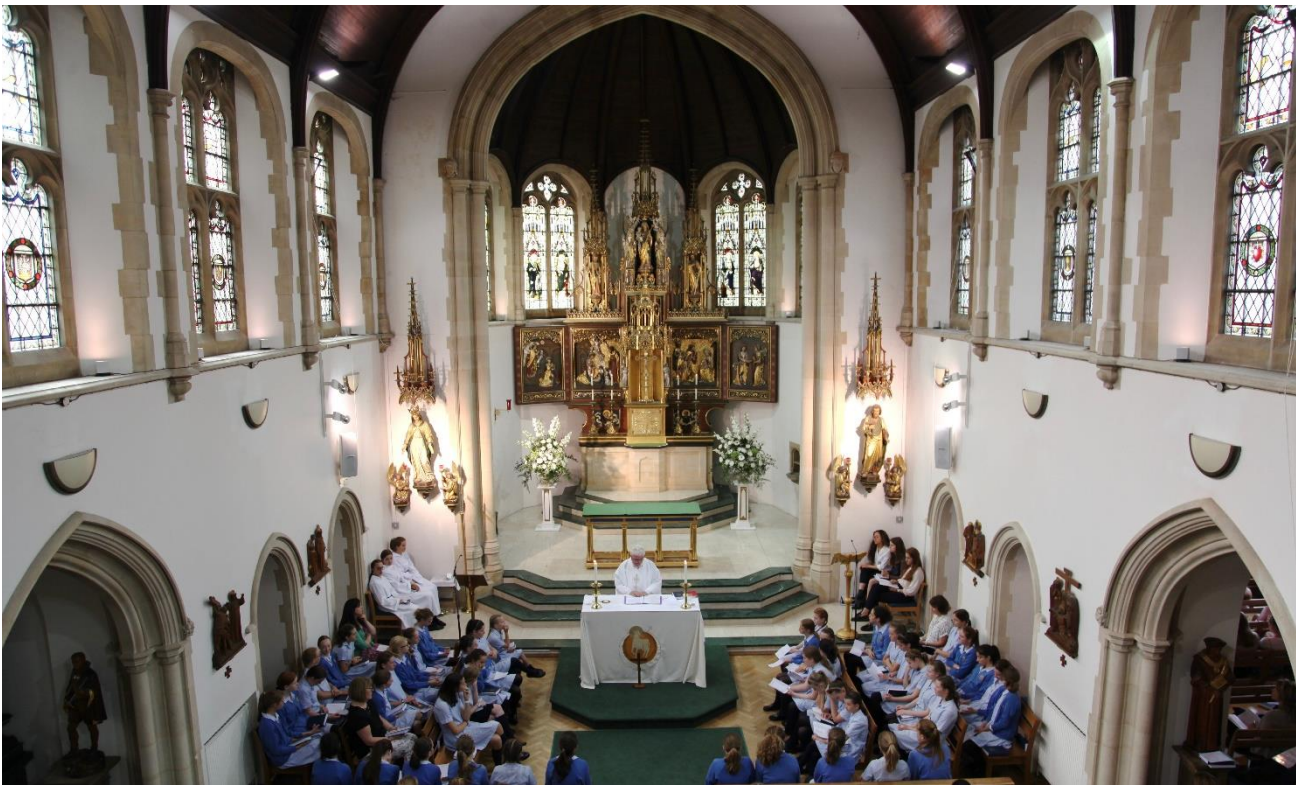
ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk

ABOUT THE ROLE

St Mary's is seeking to appoint a Network Services Engineer for September / October 2025.

The Network Services Engineer (NSE) carries out network and computer hardware focused technical duties to ensure both pupils and staff have excellent ICT provision throughout the school now and in the future.

The Line Manager for the NSE is the Network Services Manager (NSM). The Deputy Network Services Manager (DNSM) will provide day to day direction for the NSE and act as their mentor. The NSE may also take direction from the Director of Network Services, as required.

PERSON SPECIFICATION

We are seeking a highly organised individual with excellent attention to detail. The successful applicant will:

- Be educated to A level or equivalent with evidence of continuing professional development;
- Have experience in networking/cabling/general maintenance work is essential;
- Be able to use their own initiative and work to a very high standard;
- Have an enthusiastic and positive interest in computing and technology;
- Have related previous experience working in a support role within an organisation;
- Possess a methodical approach to problem solving;
- Be able to effectively communicate technical information to individuals;
- Have an ability to organise their allocated workload, completing jobs in the most efficient order subject to their assigned priorities;
- Be able to identify work where needed and confident working alone when necessary;
- Be committed to working collaboratively as a part of a team, responsive to and supportive of team members;
- Be able to show a determination to resolve problems and engage colleagues in finding solutions;
- Seek ways to continuously improve and learn;
- Remain calm under pressure, be adaptable and able to respond to a changing work environment;
- Be willing to assist with tasks beyond the core responsibilities of the role.

RESPONSIBILITIES

The main duties and responsibilities include, but are not limited to the following:

- Install, repair, or upgrade network cabling across the School. This may include the installation of new data points, or running fibre optic cable between two data cabinets;
- Installation of network hardware such as switches and wifi access points;
- Replace, remove, document and clearly label data cabinets across the School site;
- Work within the team covering first-line support issues as they arise, and prioritise this work during term time;
- Install, repair, or upgrade network cabling across the School. This may include the installation of new data points, or running fibre optic cable between two data cabinets;
- Document all work undertaken in a clear and professional manner;
- Be responsible for PAT testing of all hardware connected to the school network at appropriate intervals;
- Installation of AV equipment such as interactive TV screens, speakers, control units and associated equipment;
- Carry out basic ICT training to all staff as required;
- Identify hardware due for replacement and manage the collection of end-of-life equipment for recycling;
- Contribute to the overall aims and targets of the School, appreciate and support the roles of other members of the School;
- Attend and participate in relevant meetings as required;
- Participate in training and development activities as required.

Other duties:

This job description sets out the main duties of a Network Services Engineer. No job description can be fully comprehensive and a Network Services Engineer will be required to support the Bursar in any work reasonably required to support the operation of the school.

WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a full-time or part-time appointment all year-round position.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. The salary range for this position is £20,000 - £28,000 per annum.

Working Days and Hours. This is a full or part-time appointment based around 40 hours per week. The incumbent will be expected to manage their hours in line with the needs of the School. Core working hours are between 8.30am to 5.00pm with a half hour unpaid lunch break.

Additional Days. The Network Services Engineer is required to attend six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the School's annual Open Day which currently takes place on a Saturday during the summer term.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

Pension. The Network Services Engineer will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.

HOW TO APPLY

Please complete the online application form selecting Network Services Engineer from the drop-down menu.
https://www.st-marys-ascot.co.uk/recruitmentapplicationform/

A short letter of application addressed to the Bursar, Mr Giles Brand should be included with your application form. Closing date: 9am on Monday 8 September 2025. Applications will be considered upon receipt.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.