

# CHAFYN GODOLPHIN



**SALISBURY**

# IT Network Manager

**June 2026**



# About Us

## About Us

Chafyn Godolphin (newly merged from September 2026) offers a world-class education for a changing world. Our purpose is to make the world a better place by developing individuals who are confident, ambitious and compassionate, ready to lead with authenticity and shape the future positively.

For over 300 years, our combined heritage has combined achievement with innovation. Today, we look forward with ambition as one school. Since welcoming boys as well as girls in 2025, every classroom, conversation and experience has been enriched. From September 2026, we are proud to be Chafyn Godolphin: a leading all-through co-educational day school for children aged 6 months to 19, with boarding available for Senior and Sixth Form pupils in the heart of Salisbury.


Our values define who we are and guide who we are becoming:

- **Belonging**
- **Courage**
- **Kindness**
- **Curiosity**

Our approach is rooted in excellent teaching, strong subject expertise and careful tracking of progress. We nurture curiosity, creativity and a strong sense of belonging, helping pupils develop confidence and independence. We also create meaningful opportunities for pupils to contribute beyond the classroom through leadership, service and engagement with the wider world.

Looking ahead, Chafyn Godolphin enters an exciting new chapter as a fully unified, all-through school. Bringing together our shared strengths creates a clear and ambitious journey for every child from age 6 months to 19, with continuity, confidence and opportunity at every stage. This evolution is not simply a change of name, but a step forward in how we think, teach and grow together strengthening our community, broadening opportunities and ensuring every pupil is well prepared for the world they will shape.

As part of United Learning, Chafyn Godolphin benefits from the strength of a national group of over 100 schools. This partnership enhances opportunities for pupils and staff while allowing us to retain our distinct character. Shared services and high-quality professional development enable our teachers to focus on delivering excellent education and continuous improvement.

The image shows three young boys in school uniforms standing in front of a stone wall. The boy on the left is looking up, the boy in the middle is looking to the right, and the boy on the right is smiling. They are all wearing dark blue suits, light blue shirts, and red and blue striped ties. The text is overlaid on the image in white, with a semi-transparent dark blue background behind it.

“ Godolphin remains one of the most welcoming, utterly transparent, genuine and delightful schools out there. It's refreshingly down to earth, parents work hard to send their children here and greatly value the opportunities it offers. ”

Talk Education, 2025

# The Department

The IT Department plays a central role in supporting the school's vision for innovative, engaging, and future-focused learning. Technology underpins almost every aspect of school life, from teaching and learning, to communication, administration, and whole-school operations. All pupils benefit from a 1:1 device programme and digital learning is fully embraced across the school.

The IT Department is committed to providing exceptional support across the school community and ensuring a robust, secure, and agile technology infrastructure, priding itself on being approachable, efficient, and solutions-focused. This is a collaborative and forward-thinking environment where professional growth is encouraged and new ideas are welcomed.



## The Role

<b>Hours</b>	Full-Time, Permanent
<b>Salary</b>	£44,000 per annum

Join us as our IT Network Manager and play a central role in ensuring the smooth, secure, and high-performing operation of the school's digital environment. You'll take responsibility for managing our infrastructure, overseeing critical systems, supporting staff and students, and leading key IT projects that drive the school's Digital Strategy forward. From maintaining networks and servers to managing device deployments and ensuring robust safeguarding and cyber security practices, your expertise will help keep the school running efficiently every day and support excellent teaching and learning.

We're looking for a skilled and organised IT professional with strong technical ability, great communication skills and proven experience managing complex systems. You'll lead and support our IT technicians, work collaboratively across the school, and play a key role in driving resilient and future-focused IT provision that enables high-quality learning experiences. If you're proactive, solutions-driven and ready to make a meaningful impact in a welcoming and supportive school community, we'd be delighted to hear from you.



## Job Description

Role	IT Network Manager
Reports to	IT, Data and Transformation Manager
Department	IT
Relationship	
The post holder is accountable to the IT, Data and Transformation Manager in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

### Purpose of the Role

- To take responsibility for the administration, security, and performance of the school's infrastructure and associated systems.
- To ensure critical services and systems are secure and maintain high availability, performance, resilience and compliance with safeguarding and data protection standards.
- To run IT projects and work with the IT, Data and Transformation Manager to align IT systems and hardware improvements with the school's Digital Strategy

### Duties & Responsibilities

#### General Duties

- Monitor and maintain IT system security and backups
- Manage IT network components (switches, routers)
- Manage and support the current A/V requirements of the school, including interactive whiteboards, projectors, and cabling.
- Support all software in use by the school (Salamander, Papercut etc)
- Develop and maintain comprehensive system documentation, including network topology, server architecture, and asset registers.
- Manage the deployment of staff and student devices and all necessary tasks involved therein
- Under the guidance of the IT, Data and Transformation Manager, manage IT initiatives and infrastructure projects, ensuring these are executed successfully and aligned with the school's objectives
- Implement IT policies and procedures, including Bring Your Own Device (BYOD) guidelines, to ensure security, compliance, and effective use of technology across the school, conforming to the comprehensive Digital Standards of United Learning

## Communication

- Provide regular reports to the IT, Data and Transformation Manager on system effectiveness and recommend improvements.
- Create clear technical and instructional documentation for staff, students, and the IT team.
- Communicate priorities and progress effectively to stakeholders, ensuring transparency in IT operations.
- Support staff and students with IT equipment and provide guidance where needed.

## Department

- Line manage IT Technicians, delegating tasks and ensuring completion to a high standard.
- Conduct regular team meetings to maintain technical knowledge, highlight priorities and address challenges.
- Provide advice, support, and training to IT Technicians
- Foster a collaborative and high-performing IT team culture.
- Manage the IT Support Service Desk, including prioritising and actioning support requests and overseeing asset management.

## Financial Management

- Be responsible for day-to-day ordering, procurement and asset management of IT equipment, cabling and consumables, ensuring compliance with financial controls and processes.
- Work with the IT, Data and Transformation Manager on larger projects, including tenders for IT resources
- Support the IT, Data and Transformation Manager with the IT budget

## Professional Responsibilities

- To promote, facilitate and deliver excellent educational outcomes for all
- To keep abreast of technological developments and encourage the use of IT at all levels
- To maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up-to-date
- To promote and safeguard the welfare of pupils that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the IT, Data and Transformation Manager at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

## Person Specification

CRITERIA	Requirements		EVIDENCE
<b>Qualifications</b>	Relevant degree level education (eg Computer Science or Information Technology) or equivalent experience	Essential	Application Form  Original Certificates
	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	
	Professional certifications such as CCNA, CCNP, CompTIA Network+, or Microsoft Certified Solutions Expert (MCSE)	Desirable	
<b>Work Experience</b>	Proven experience in managing and maintaining complex IT networks	Essential	Application Form  References  Technical Interview/Skills Test
	Experience running IT projects to support organisational strategy	Essential	
	Previous experience in an educational environment	Desirable	
<b>Skills and knowledge</b>	Excellent written and verbal communication and interpersonal skills	Essential	Application Form  General Interview  Technical Interview/ Skills Test
	Working knowledge of ITIL	Desirable	
	Leadership and staff management experience	Desirable	
	Understanding of IT procurement and budgeting	Desirable	
<b>Personal Qualities or Skills</b>	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form  General Interview  Driving Licence check
	Hardworking, proactive and innovative, able to think laterally when required	Essential	
	Accuracy and attention to detail	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Tactful and diplomatic when dealing with sensitive matters	Essential	
	Composure under pressure	Essential	
Full clean driving licence	Desirable		

# How To Apply

## **Interviews**

The closing date for applications is **9am Tuesday 23<sup>rd</sup> June 2026**. This vacancy will close as soon as sufficient applications have been received. Technical interviews and in-person will take place interviews to take place soon after the closing date.

## **Safer Recruitment**

Chafyn Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates, and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at and /or whilst participating in activities associated with their employment within Chafyn Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

## **Recruitment Policy**

Chafyn Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430569 or email [hr@godolphin.org](mailto:hr@godolphin.org)

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the school website; [www.godolphin.org](http://www.godolphin.org). Chafyn Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.

# CHAFYN GODOLPHIN



**SALISBURY**



**United Learning**  
The best in everyone™