



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

# Network Manager

Grade 7 (£25,927-£30,095)

REQUIRED FOR OCTOBER 2022

## RECRUITMENT PACK

### GENERAL INFORMATION

**Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.**

The school is situated in Lytham and is very easily accessible from Preston, Lancaster and East Lancashire via excellent motorway links. M55 Junction 4, for example, is only 3 miles away.

Saint Bede's is 'a highly effective school' where the students 'develop as confident and outward-looking citizens.' (Ofsted 2018).

Staff and pupils have a real pride in the school and the sense of belonging and levels of support for one another are exceptional.

As described in a previous Ofsted report, Saint Bede's is a 'very special place to be'.

Pupils at Saint Bede's are highly motivated and respond well to challenge. Ofsted inspectors noted: 'The pupils we spoke with placed great emphasis on the school's culture, to 'Be a Bede'. They say that it helps to secure an inclusive, safe and aspirational community for all pupils at the school.' (Ofsted 2018)



*"Saint Bede's is clearly an outstanding school and is making rapid progress. The ethos and culture is terrific - enthusiastic, energetic, polite, courteous, 'can do' and values-driven. I was hugely impressed by the school's work."*

Prof. Steve Munby

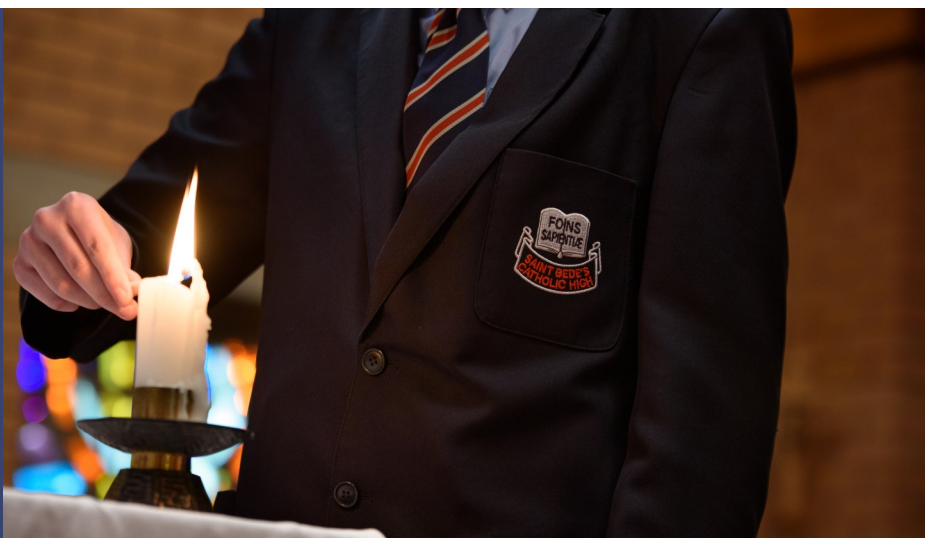
Chair of the Teaching Awards Trust

***“The very best in  
Catholic education.”***

Bishop Michael  
Campbell OSA

***“Inspectors were struck by  
the positive attitude, courtesy  
and the high levels of self-  
esteem consistently  
demonstrated by the pupils at  
your school.”***

OFSTED  
(June 2018)



## THE MISSION AND ETHOS OF THE SCHOOL

The school serves the Catholic Parishes of the Kirkham Deanery, covering the whole of the South Fylde area, and seeks to encourage close liaison with the parishes and primary schools.

We are fortunate to have a beautiful chapel which fosters the liturgical and sacramental life of the school, reinforced by our Lay Chaplain, regular visits from our Priest Chaplain and parish clergy.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties. Pupils are strongly encouraged to develop responsibility for maintaining high standards of behaviour, courtesy and academic progress. They are also encouraged to join a variety of extra-curricular activities in music, drama, sport together with various clubs and societies. The prayer and liturgical life of the school is central to all that we do.

***“We aim to reflect the true Christian values proclaimed in the Gospel and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world.”***

## ROLE PROFILE

<b>JOB TITLE</b>	Network Manager
<b>GRADE</b>	Grade 7 (£25, 927—£30, 095) (full time, all year)
<b>REPORTING TO</b>	Mr P Marsden, Headteacher Ms L Dickinson, Business and Enterprise Leader
<b>MAIN PURPOSE</b>	To develop and implement the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school, including the work of ICT technician(s).

## ROLE AND RESPONSIBILITIES

- Day to day management of the ICT Network and ICT operational area.
- In consultation with the Headteacher and Line Manager to plan, develop and implement the ICT strategy in relation to the operational areas.
- Supervise staff related to the ICT operational area.
- Manage the work of staff providing technical support to staff and pupils allocating jobs.
- Identify school staff training issues and deliver appropriate training.
- Procure ICT equipment on behalf of the school which may include managing associated budget.
- Advise teaching staff on the likely compatibility of new software / hardware, install software / hardware as requested by teaching staff, and maintain a record of all installations carried out.
- Undertake specialised technical and analytical support activities to assist professional colleagues in delivering more complex services.
- Provide technical guidance and resolve non-standards issues for more junior, non-technical staff to ensure all technical issues are effectively resolved.
- Impart detailed knowledge of the practical application of specialised processes/procedures relevant to the role, typically gained through extensive practical experience.
- Ensure data stored on all local and cloud systems is current and out of date data archived
- Provide timely collection, processing and simple analysis of routine technical data and follow up on discrepancies/omissions to support the delivery of services.
- Create and manage all network user accounts, ensuring correct access rights and audit as required
- Maintain a comprehensive database of all support requests
- Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
- Keep up to date with changes in policy/legislation/contractual requirements to ensure service delivery is effective and complies with appropriate regulations, quality standards and service level agreements.
- In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.
- Liaise with external IT support partners.

## **ESSENTIAL REQUIREMENTS**

- The ability to work and communicate well with 11-16 year olds.
- The ability to deal with complex issues that need a degree of diagnosis and analysis in order to recommend the best course of action
- Experience in all aspects of ICT technical support
- Knowledge of Windows Server 2016 and above, Windows 10/11 and cloud systems
- IT professional qualifications, knowledge and skills. May be working towards a professional qualification or be of a graduate entry level.
- Experience of working independently, in a similar role, with specialised skills acquired through significant experience.
- Good communication skills to clearly explain technical issues to non-technical users.
- Empathy and sensitivity to the needs of colleagues, pupils and parents
- Experience of working in a similar role or specialised skills acquired through significant experience.

## **ESSENTIAL QUALIFICATIONS**

- GCSE or equivalent.

## **EQUAL OPPORTUNITIES**

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **HEALTH AND SAFETY**

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **ATTENDANCE**

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## **SAFEGUARDING COMMITMENT**

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

*The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.*

## KEY INFORMATION



Job Title	Network Manager
Reporting to	Mr P Marsden, Headteacher Ms L Dickinson, Business & Enterprise Leader
Start Date	October 2022
Salary	Grade 7 (£25, 927—£30, 095)
Closing Date for Applications	Wednesday 28th September 2022 (12 noon)
Interview Date	To be arranged.
Type of School	Secondary (VA)
Age Range	11 - 16
Location	Lytham, Lancashire
Denomination	Catholic
Number of Pupils	820
Co-educational	Yes

***“The school made us all feel so welcome.  
It is a rare sight nowadays when students hold open doors when  
they see you approaching, say ‘please’ and ‘thank you’ and have  
smiles on their faces.***

***Yesterday restored my faith in young people as caring and  
responsible citizens”***

*A recent visitor to the school*