

**Love God  
Work Hard  
Be Kind**



**Holy Cross**  
CATHOLIC HIGH SCHOOL

**Strategic Lead for Whole  
School ICT**

**Contract: 37 hours, full year, permanent contract**

**Start date: September 2022 or earlier is possible**

**Salary: Grade 8 25-30 (£30,095 - £34,373)**

**Closing date: 17 June 2022, 12 noon**

**Interview: TBC**

**We are seeking to recruit an exceptional candidate who will strategically and practically develop and maintain the school's ICT infrastructure. The candidate should be committed to increasing standards through modern and innovative use of ICT.**

Holy Cross is Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post sixteen establishments, or in the world of employment and training.

#### **The role:**

The successful candidate will have the opportunity to grow with the school. They will be supported in their development. We will develop every staff member who joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

#### **As a school, we offer:**

- A supportive leadership structure
- A warm community in which your career will flourish
- Robust effective behaviour system
- Thorough, supportive induction process
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

#### **You will:**

- Have an unwavering determination to deliver excellence for pupils from all starting points
- Share and demonstrate our school's ethos and culture
- Be committed to our ethos of high expectations for all
- Be committed to continually improving administrative and classroom practice and raising attainment
- Have the drive, skills and resilient character required to help develop our school
- Be reflective about the school and committed to securing its continued development
- Have an excellent attendance and punctuality record



#### **Child Protection Statement**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.



# Job Description

## Strategic Lead for Whole School ICT



### Responsible to:

- Headteacher, Business Manager

### Purpose of the Role

To provide and maintain high quality ICT infrastructure to enable and support effective teaching and learning

### Accountabilities/Responsibilities

- Lead the strategic development of the school's ICT infrastructure
- Develop school policies and procedures for the use of ICT within the school environment
- To ensure all support requests are dealt with promptly
- Effectively lead and manage the ICT team
- Identify school staff training issue and deliver appropriate training
- Create and manage all network user accounts, ensuring correct access rights and audit as required
- Ensure data stored on the system is current and historical data archived
- Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate
- Procure ICT equipment on behalf of the school which will include managing associated budget
- Quality assure pupil and staff ICT usage in line with safeguarding regulations and procedures.
- Required to manage the service on a strategic level, with little direction from the Business Manager or Headteacher
- Negotiate and liaise with the Headteacher, SLT, Governors and external organisations over the provision of an appropriate level of service
- Manage, support and develop other ICT support staff, ensuring they have the required skills to provide technical support for teachers
- Develop and implement plans to safely and securely store allocated resources/materials/equipment
- Participate in the recruitment and management of ICT support staff
- Ensure high level of security for the school's ICT structure
- Responsible for the development and maintenance of schools system, hardware and software

### Professional Requirements

- Experience in all aspects of ICT technical support
- Working at or towards national occupational standards (NOS) for IT Professionals and knowledge/skills equivalent to current national qualifications in ICT Level 4 and/or vendor qualifications for the specific hardware/software used

# Person Specification

## Strategic Lead for Whole School ICT



To be able to share and support Holy Cross' mission and vision.

### Skills and Knowledge

- Detailed knowledge of the practical application of specialised processes/procedures relevant to the role, typically gained through extensive practical experience
- Relevant vocational qualification or technical training. May be working towards a professional qualification or be of graduate entry level
- Experience of working independently with relevant specialised systems, equipment and/or IT software
- Analytical skills
- Ability to clearly explain technical issues to non-technical users
- Empathy and sensitivity to the needs of individuals
- Up-to date knowledge of relevant policy, technical, regulatory or professional framework
- In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate
- Efficient, organised working practices

### Experience and Qualifications

- Working within an educational environment, desirable.
- Commitment to regular and on-going professional development and training to establish outstanding practice throughout the school.

### Professional Values

- A growth mindset and an excitement about learning new things
- A commitment to equal opportunities
- A willingness to promote the Catholic ethos of the school
- Interpersonal and communication skills

For more information about our school, please visit: [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

For an informal discussion or to arrange a visit please contact:

Mrs S Cooper, email: [s.cooper@holycross.lancs.sch.uk](mailto:s.cooper@holycross.lancs.sch.uk) or Tel: 01257 262093

Completed application forms to be returned to [vacancies@holycross.lancs.sch.uk](mailto:vacancies@holycross.lancs.sch.uk)

*This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance. Candidates should also refer to the most up to date Teacher Standards for the generic responsibilities of a main pay scale teacher. This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

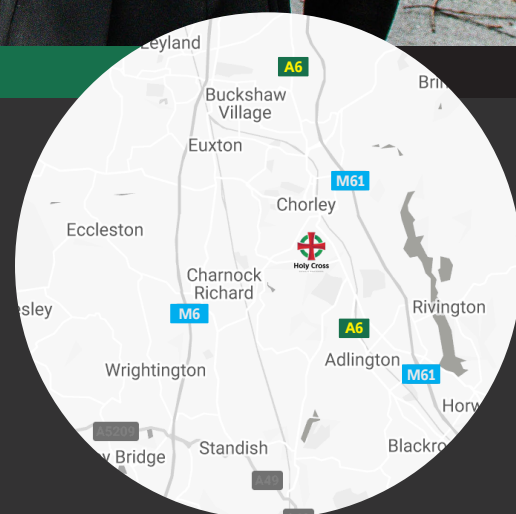
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.





# Holy Cross

CATHOLIC HIGH SCHOOL



## How to find us

**Holy Cross Catholic High School,  
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.

TELEPHONE 01257 262093

ONLINE [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

E-MAIL [vacancies@holycross.lancs.sch.uk](mailto:vacancies@holycross.lancs.sch.uk)

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