

“The only thing you absolutely
have to know, is the location
of the library”

Albert Einstein



**Love God
Work Hard
Be Kind**



Holy Cross
CATHOLIC HIGH SCHOOL

**Strategic Lead for Whole
School ICT**

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 a 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.

Our teachers are supported to uphold the very highest standards of behaviour through centralised systems, and to teach exceptional lessons through shared planning.

The role:

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. 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
- A robust, effective behaviour system
- A thorough and supportive induction process
- Bespoke CPD
- 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

Contract: 37 hours, full year, permanent contract

Start date: ASAP

Salary: Grade 9 pt 30-35 (£39,513-£44,711)

Closing date: 12 noon, Wednesday 23 April 2025

Interview: Wednesday 30 April 2025

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 every pupil in both academic achievement and personal development
- Be committed to continually improving
- 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.

Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on short-listed candidates.

Information Pack

Strategic Lead for Whole School ICT

March 2025

Dear Applicant

Strategic Lead for Whole School ICT



We are seeking to appoint an ambitious, enthusiastic and highly skilled Strategic Lead for Whole School ICT who will develop and maintain the school's ICT infrastructure both practically and strategically. This role will be integral to further developing our vision for all pupils to flourish across a broad and balanced curriculum which is underpinned by effective ICT provision.

The successful applicant will be expected to work as a conduit between the Assistant Headteacher for Teaching and Learning, the wider Senior Leadership Team and our existing Managed Service provider, Dataspire, to ensure reliable and efficient ICT provision and practices which support staff and pupils.

All staff have access to an individual Windows 11 device which connects to a Microsoft wireless connector and projects on a TV screen within each classroom. The vast majority of our endpoint devices have now been migrated to Windows 11 with any incompatible devices in the process of being migrated to Chrome Flex. We have recently had new WLAN lines installed and a strengthened Wifi network. Our current servers are based on site with a 3-year warranty remaining.

Our longer-term strategy focuses on migrating teaching staff and pupils to cloud-based storage utilising Microsoft 365 to facilitate this. We are also progressing with a PaperCut print solution to support staff workload, reduce costs and improve our existing printing provision.

As Strategic Lead for Whole School ICT, you will have a key role in ensuring the smooth and effective running of day-to-day operations within school at a time when we are modernising and making significant upgrades to our practices and procedures related to ICT. You must have an extensive knowledge of practical application of specialised ICT processes and procedures, extensive working knowledge of networking and troubleshooting techniques and be passionate about continually improving ICT provision for staff and pupils.

I hope that this information pack has given you a flavour of the ethos and values of our school and all the opportunities that Holy Cross Catholic High School has to offer. Should you have any questions about us or would like to look around our school before applying for the post, please do not hesitate to contact me.

Please contact Mrs B Palmer, PA to Headteacher b.palmer@holycross.lancs.sch.uk

Yours faithfully

Mrs S Henderson
Assistant Headteacher

Job Description

Strategic Lead for Whole School ICT



Responsible to:

Headteacher, Assistant Headteacher

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
- Liaise with external providers including the school's Managed Service provider
- Act as a conduit between the school and associated ICT providers such as LCC, Microsoft, CCTV etc
- Devise, in conjunction with the SLT, a digital technology strategy that is reviewed annually
- Be responsible for the development and maintenance of school's system, hardware and software
- Develop school policies and procedures for the use of ICT within the school environment
- Develop, communicate and implement a recovery plan and programme of regular, essential maintenance tasks to minimise the impact of a major breach in ICT services
- Ensure a high level of security for the school's ICT structure including a focus on data breaches, loss of data or cyber attack
- Implement robust measures to mitigate the risk of cyber attack and ensure staff and pupils are well versed in how to protect themselves from this
- Complete regular self-evaluation of the ICT provision and provide recommendations to the SLT and governing body
- Ensure all support requests are dealt with promptly
- Support and develop other ICT support staff, ensuring they have the required skills to provide technical support for teachers
- Identify staff training needs 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 (server or cloud based) is secure and that data is current and historical data archived
- Maintain an accurate and up-to-date asset register of the school's ICT hardware, identifying hardware that may need updates, repairs or replacement and providing recommendations to the SLT based on this
- Maintain an accurate and up-to-date contracts register which captures value and allows savings to be made where appropriate
- Monitor the school's network to identify and rectify any issues identified in a timely manner
- Design and implement changes to the school's 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 the associated budget
- Quality assure pupil and staff ICT usage in line with safeguarding regulations and procedures
- Develop and implement plans to safely and securely store allocated resources/materials/equipment
- Ensure compliance with DfE guidance and digital standards
- Participate in the recruitment and management of ICT support staff
- Attend key events such as Open Evening and other events as directed by the SLT

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



Skills and Knowledge

- Experience of working independently with relevant specialised systems, equipment and/or IT software
- Extensive knowledge of the configuration of a Windows Server/Client infrastructure and Microsoft 365
- Ability to clearly explain technical issues to non-technical users
- Empathy and sensitivity to the needs of individuals
- Capacity to work well under pressure to deliver results
- Up-to-date knowledge of relevant policy, technical, regulatory or professional framework
- Detailed awareness of current developments in the ICT landscape, including Artificial Intelligence and Cyber Security
- Analytical skills
- Efficient, organised working practices

Experience and Qualifications

- GCSE Grade C or above in English and Maths (or equivalent) - essential
- Relevant degree, vocational qualification or technical training. May be working towards a professional qualification or be of graduate entry level - essential
- 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
- To be able to share and support Holy Cross' mission and vision

For more information about our school, please visit: www.holycross.lancs.sch.uk

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

Mrs S Henderson, via the PA to Headteacher email: b.palmer@holycross.lancs.sch.uk or Tel: 01257 262093

Completed application forms to be returned to vacancies@holycross.lancs.sch.uk

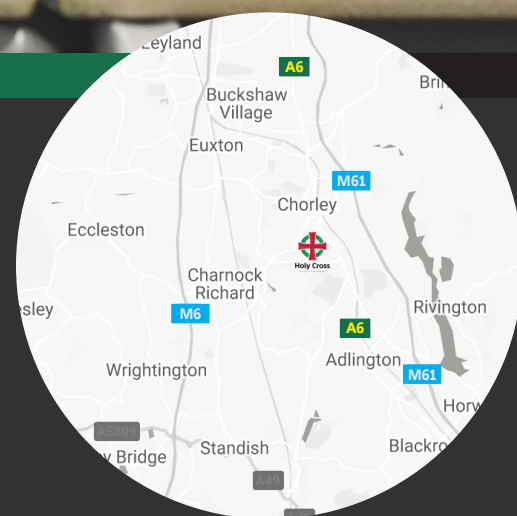
This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

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



TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER [@holycrosschol](https://twitter.com/holycrosschol)

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.