ICT Network Manager

St Bede's Catholic High School

St Bede's Catholic High School, St Anne's Road, Ormskirk, L394TA

LEX TUA LUX

"We are striving to provide a transformative Catholic Education ensuring that our pupils are empowered to serve the common good, by living the values of Faith, Hope and Love."

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Dear Colleague,

Thank you for your interest in the post of ICT Network Manager at St Bede's Catholic High School

We are seeking to appoint an ambitious, enthusiastic and highly skilled ICT Network Manager who will develop and maintain the school's ICT infrastructure both physically and strategically. This role will be integral to further developing our vision to provide a transformative Catholic Education ensuring that our pupils are empowered to serve the common good, by living the values of Faith, Hope and Love across a broad and balanced curriculum which is underpinned by effective ICT provision.

This is an exciting time to join our school community. We have just been judged as "Good" in our recent Ofsted inspection, and "Outstanding" in the Catholic Schools Inspection 2024.

As a school family, we each of us work hard to make St. Bede's an incredible place to work and, as part of our family, you will be expected to maintain the high standards that have been established within the ICT Support department.

We are offering:

- o   Professional challenge and support as a member of our school family
- o   High quality CPD opportunities
- o   Friendly, committed staff and students

The successful applicant will be expected to work with the Headteacher, School Business Manager, the Senior Leadership Team and our existing 3rd Party support provider, 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 Touchscreen 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 replaced. We have recently upgraded our fibre infrastructure and installed a strengthened WIFI network.

We have recently migrated all our staff and student data to the cloud utilising OneDrive, SharePoint, Teams

Our longer-term strategy focuses on migrating teaching staff and pupils' systems to the cloud utilising Microsoft 365 Entra ID to facilitate this.

As ICT Network Manager, 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.

Should you choose to apply, please ensure that the application form is completed fully, a CV is not required. I would like to wish you every success with your application, we look forward to hearing from you.

Yours sincerely

D Morgan

School Vision

"To provide a transformative Catholic education ensuring that our pupils are empowered to serve the common good by living the values of Love, Faith and Hope"

Mission

"I am the vine, you are the branches. Whoever remains in me, with me in them, bears fruit in plenty"

John 15:5

**At St Bede's we believe that we are part of God's creative process,
providing the opportunity for each individual to flourish in order to serve the Common Good**

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. Applicants will be required to undertake an Enhanced DBS check

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Job Description

ICT Network Manager Post

St Bede's Catholic High School, Ormskirk
Job description

Employment details

Job title:	**ICT Network Manager**
Reports to (job title):	**Headteacher, Business Manager**
Staff Responsibility:	**ICT Technician(s)**
Term:	**Full time 37 hours per week full Year**
Level and scale point:	**Grade 8 – SCP 25-30 (£35,235 – £39,513)**

Scope of Work

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).

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded ICT post.

Accountabilities/Responsibilities – appropriate for this post:

1. To manage the service on a strategic level with the expectation to negotiate and liaise with SLT, governors and external organisations over the provision of an appropriate level of service
2. Develop school policies and procedures for the use of ICT within the school environment
3. Maintain a comprehensive database of all support requests
4. Manage the work of staff providing technical support to staff and pupils, allocating jobs
5. Identify school staff training issues and deliver appropriate training
6. Create and manage all network user accounts, ensuring correct access rights and audit as required
7. Ensure data stored on the system is current and out of date data archived
8. 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
9. Procure ICT equipment on behalf of the school which may include managing associated budget.

10. Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
11. 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.
12. To be responsible for the security of whole school data and network to include internet connections, firewall backup and anti-virus software ensuring the security of the network and software is not compromised. Keep abreast of best practice within ICT, particularly in relation to security. To advise on and investigate any apparent breaches in security.
13. Manage school licences.
14. Maintain software and hardware inventories.
15. To be responsible for the overall management of ICT network providing support and guidance in maintaining intranet links, school website and remote access. To be systems manager for SIMS within school.
16. To manage and build both computer systems and networks from the ground up to include VOIP, WIFI, Office 365 infrastructure, Storage Area Networks and Virtual servers having oversight of network routers, switches, patch panel and data cabling installations.
17. To have knowledge of and manage Office 365 infrastructure, Teams, Onedrive to include security and compliance exchange and Azure AD.
18. To have an understanding of all aspects of data storage on hard disks and ability to recover both network and systems from hard disk crashes with minimal data loss.
19. To manage the backup infrastructure and ensure business continuity and minimise loss of data.
20. To troubleshoot problems and perform skilled maintenance and repair of computers and a variety of related equipment, including regular backup of assigned servers. To repair computers and electronic equipment including routers, servers and switches. To provide technical assistance for teaching and non-teaching staff.
21. To oversee the maintenance of the school website, school intranet and be responsible for development in liaison with relevant staff to ensure integration of MIS systems, CCTV, door entry, cashless catering and future school requirements.
22. Be responsible for managing the AV systems in school and the development and production of multimedia materials, i.e. copying of videos and school DVDs and produce power points for school presentation if requested.

Individuals in this role may also:

- Manage the ICT Network for a cluster of schools

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience across: -
- Experience in all aspects of ICT technical support
- VM Ware & working with Virtual servers
- Veeam backup infrastructure
- Sophos Anti-Virus,
- Sophos UTM firewall
- Sims MIS and FMS & School Synergy
- Net 2 door entry system
- Hikvision & Unifi CCTV infrastructure
- Aruba Switch & Wi-Fi infrastructure

- Windows server – 2012 -2022
- 3CX – VOIP
- Active Directory plus Group policy & Entra ID
- DNS and DHCP
- Office 365 – Entra ID, Azure, Security and Compliance, AD connect, Teams, OneDrive, Exchange Online and SharePoint
- Network architecture and design including project planning and delivery

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Person Specification

Qualifications and training	
Essential	**Desirable**
• Recognised Level 4 ICT qualification, or equivalent, in a relevant discipline	• Industry practitioner qualification (e.g., Microsoft, Cisco) • ITIL Service Management Qualification (Foundation or above)
Experience	
Essential	**Desirable**
• Considerable experience of working in a busy ICT environment working independently providing technical support on a wide variety of ICT systems, equipment and IT software • Experience in the management and procurement of ICT equipment and service/maintenance contracts • Experience of managing large networks and major software upgrades • Experience of managing challenging and competing workloads	• Experience of managing budgets and/or resources deployed to assist with the delivery of service provision • Experience of training others in the use of ICT systems and software • Experience of delivering ICT services within a school environment
Knowledge and Skills	
Essential	**Desirable**
• Good analytical, organisational and problem-solving skills with the ability to develop the most appropriate solution to meet the business need • Ability to interpret technical information and have the ability to relay this to non-technical customers. • Professional and friendly, with a flexible approach to working hours • Ability to work under minimal supervision and also as part of a team • Ability to organise, lead and motivate any responsible staff • Awareness of current ICT trends and developments • Committed to continuous improvement, enabling the delivery of solutions that provide an increase in efficiency and reduced costs • Good written and verbal communication skills, including the ability to negotiate and influence • Ability to coach, guide and mentor staff and/or pupils • Ability to influence others practice based on technical or professional expertise. • Ability to remain calm under pressure	

• Ability to set up and interpret management information systems to ensure ongoing review of performance and progress towards targets and objectives	

Other	
Essential	**Desirable**
• Commitment to equality and diversity • Commitment to health and safety • Commitment to undertake in-service development • Commitment to safeguarding and protecting the welfare of children and young people • Satisfactory attendance record/commitment to regular attendance at work. • To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork • May be required to work outside standard school/ office hours as required • May be occasionally required to work across multiple sites	

Personal traits
The successful candidate will be
• Punctual, with a good attendance record. • Accountable and reliable • An excellent communicator, verbally and in writing. • Organised. • An excellent time manager. • Hardworking, with high expectations of themselves and their professional standards. • Committed to CPD. • Able to work both independently and as part of a team. • Able to maintain successful working relationships with other colleagues. • Driven and energetic.

Additional requirements
The successful candidate will have
• An enhanced DBS certificate and barred list check. • Evidence for their previous work experience. • References.

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Application

If you wish to apply, please email your completed CES Application form to Mrs. J Taylor, Assistant School Business Manager, at Recruitment@sbchs.co.uk, or alternatively post your completed forms and address to Mrs. J Taylor, St Bede's Catholic High school, St Annes Road, Ormskirk, L394TA. Please note that only the Catholic Education Service Support Staff application form will be accepted and that you should not enclose a Curriculum Vitae.

School visits

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Mrs. J Taylor, Assistant School Business Manager, at Recruitment@sbchs.co.uk or Call 01695 570335

Closing date

Please ensure that your completed application form arrives by Wednesday 4th June 2025 @9am

Shortlisting

Shortlisted candidates will be informed by telephone.

Selection process & Interview dates

Interview will be Tuesday 10th June

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. Applicants will be required to undertake an Enhanced DBS check

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