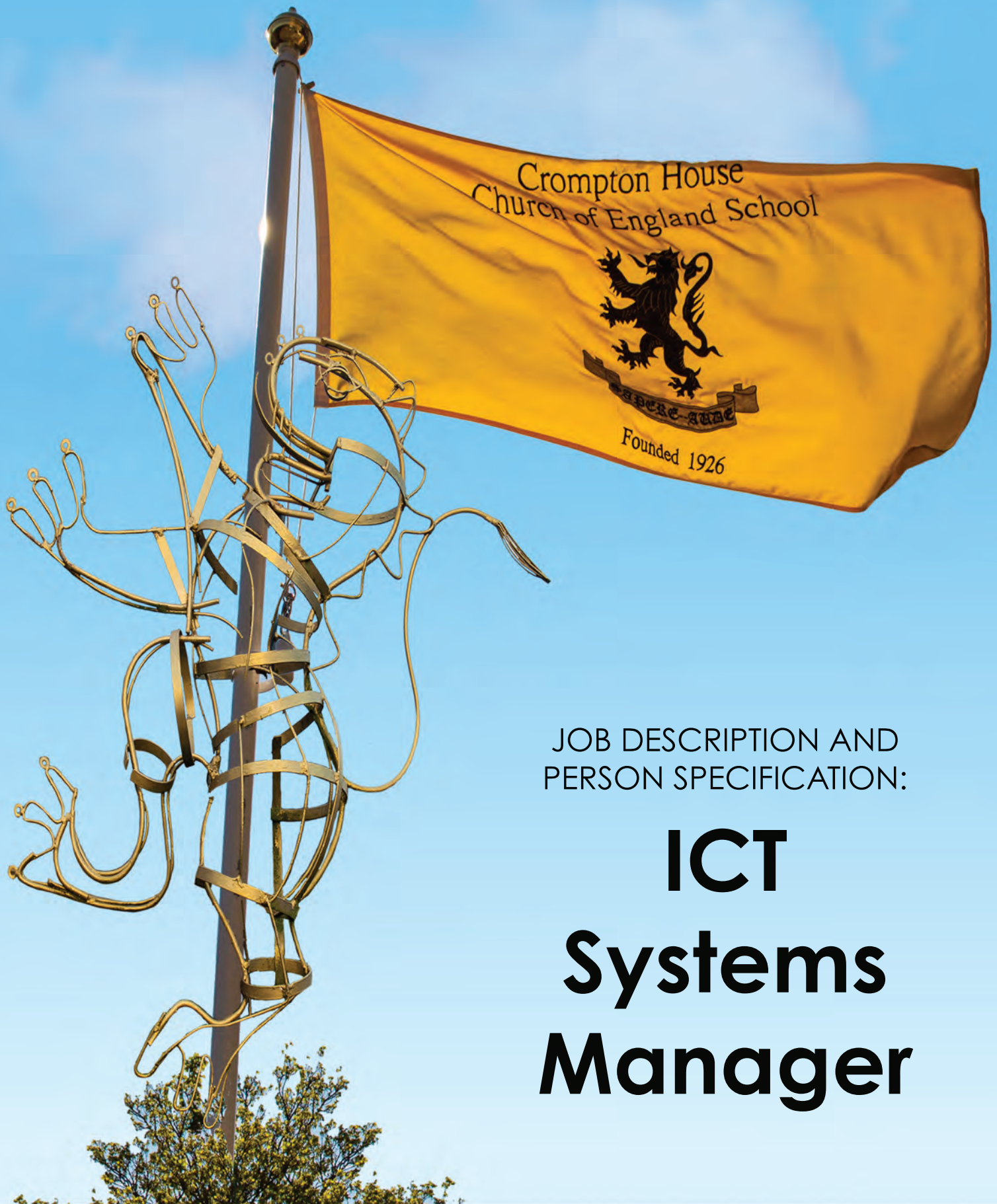


Crompton House C of E School



JOB DESCRIPTION AND
PERSON SPECIFICATION:

ICT Systems Manager

Loving God | Caring for each other | Achieving excellence



Headteacher's Welcome

I am delighted that you are considering applying for a position at Crompton House School.

Crompton House is a lively, energetic community offering a host of opportunities for all. There is a very real sense of community and our teaching and support staff are committed to ensuring that our students experiences not only the highest quality education, but also that each individual learns and grows within a supportive, caring environment. All students deserve the very best and by offering an exciting and diverse curriculum, together with a wealth of extra-curricular activities, we hope to ensure that our students are able to take full advantage of everything that the school can offer.

Young people are our future and Governors and Staff at Crompton House Church of England School believe it is vital for us to prepare them for the challenges and opportunities that lie ahead by giving everyone the flexibility to respond to the ever-changing society in which we live. What you will find here is tradition, blended with the latest in technological advances in an atmosphere of calm and purposeful learning. In April 2015 Ofsted stated, "The behaviour of students is outstanding. Students' attitudes to learning are excellent. Pupils want to learn and this has a strong impact on their progress in lessons. Students of all ages demonstrate a real pride in their school. Teaching is good and outstanding"

Expectations here are high and examination success evident, but we also believe that Crompton House encourages the moral, cultural and spiritual development of all our young people through scientific, sporting, musical, artistic, dramatic and technological pursuits. We endeavour to provide the opportunity to build well-rounded individuals who are capable of, and happy to respond to, any challenges that their future lives may hold. Our students, as you will see for yourself should you visit us, are happy, articulate, hardworking and very positive about the school. They genuinely are an asset to our community and are incredibly friendly.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you! In return, we will guarantee you the very best level of support, focusing on providing you with the right environment to be the "best you can possibly be".

If you would like to come and see us in action, please feel free to make an appointment with my PA, Julie Rankin. We are open to visitors every day.

I wish you the very best of luck with your application and I hope to meet you soon.

Karl Newell
Headteacher

CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL



About Our School

We are proud of our Christian heritage. A gift to the community in 1926, Miss Crompton and Miss Ormerod wished to provide a Christian School for local children and today they would feel proud to see the achievements that the school has produced over the last ninety-one years. As a Christian School, our ethos stresses the importance of care, courtesy and consideration and the relationship that exists between the school, parents and local community is extremely important to us.

Crompton House Church of England School opened its doors to the first 25 pupils on 1st October 1926. The original school buildings, which now mainly house the administrative offices of the school, were once the former home of the Crompton Family. The school has grown considerably in recent years and now offers 11 – 18 education to over 1300 students on roll.

Expectations here are high and examination success is evident, but also we believe that Crompton House encourages the moral, cultural and spiritual development of all our young people through scientific, sporting, musical, artistic, dramatic and technological pursuits. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

Achieving Excellence – Loving God – Caring for Each Other

Our School Aims

Provide every member of our school community with excellent educational opportunities, using our Christian values in accordance with our foundation as a Church of England School.

Deliver a broad, balanced and accessible curriculum, which meets the needs of every student. A curriculum enabling all pupils to achieve their full potential: spiritually, morally, socially, culturally, physically and intellectually.

Celebrate a caring Christian community in which everyone is encouraged to demonstrate care and respect for each other and to develop self-respect and self-discipline.

Ensure our students develop excellent skills and knowledge and by doing so, learn about the world in which we live so that they can make a positive contribution to society.

Develop in every student and adult at Crompton House the joy of learning, a love of life and an appreciation that education is a life-long enjoyable process.

Promote an awareness of Christian beliefs, to pursue a commitment to Christian principles and to enable each child to develop a closer relationship with God.

School performance

Crompton House consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, we are not complacent and are constantly seeking ways to improve in the very few areas that are less effective. We work tirelessly to build on our successes and raise performance where needed to help make our school the best.



In the area

Crompton House is situated on the boundaries of Oldham and Rochdale. Known as the 'Gateway to the Pennines', Oldham is perfectly placed between the cosmopolitan facilities of Manchester and the wide-open spaces of the Pennines and the Peak District National Park. There is a good choice of high quality housing and schools in Oldham with easy commuter links into the town and Manchester beyond. Visit www.teacholdham.co.uk for further information.

What we offer as an employer

We want to ensure that we attract the very best candidates to work at Crompton House so that we support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to our staff team.

In supporting staff to become "the best they themselves can possibly be", the school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in programs such as those for Oldham NQTs & RQTs, NPQ and PiXL courses, plus those provided through our MAT links and internal training programme. We are also working with the Oldham Research Schools initiative. Support staff are given opportunities to attend relevant courses to strengthen their skills and knowledge within their areas. We recognize the importance of personal development and identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have a supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority; we are part of the New Bridge Learning for All Alliance and The Northern Alliance (including Manchester Nexus) and take trainee teachers from Manchester University and MMU. Crompton House is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

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CROMTON HOUSE CHURCH OF ENGLAND TRUST

JOB DESCRIPTION

JOB TITLE	ICT Systems Manager		
DEPARTMENT	Support - ICT	HOURS	36 hours 40 minutes per week Full year
GRADE	Grade 8 (SCP 38 – 42)	JE CODE	

JOB PURPOSE

To lead, manage and support the provision of ICT resources across the Trust to deliver the technical aspects of the National Curriculum, and administrative/network systems to support the efficient and smooth running of the Trust.

Giving technical advice and guidance to the Senior Leadership team, teaching staff and Trust support staff to ensure ICT resources are effective and provide value for money. To line manage a small team of technicians.

KEY TASKS – Strategic Management

1. To have oversight over the Trust's ICT resources, and plan and develop ICT throughout the Trust.
2. To lead on the development, implementation and review of the Trust's ICT policies and procedures. To contribute to the development, implementation and review of whole Trust policies associated with information technology, such as data protection, Internet acceptable use and child protection issues.
3. Support continual improvement within the Trust, making suggestions and recommendations of where ICT can support the efficiency of processes and educational attainment of the students, both in relation to the Curriculum and the running of the Trust.
4. To lead the development, monitoring and reviewing the management of information systems, including the effective implementation and deployment of the latest updates to ensure full and proper use of the MIS capabilities and leading on providing advice and training where appropriate.
5. Support the Trust in purchasing decisions from conception and scoping out the issues, writing specifications, tendering and choosing suppliers under Best Value principles.
6. Responsible for the security of all centrally held electronic data, including ensuring the backing-up at agreed intervals, e.g. nightly, and checking that this has been completed successfully.
7. To work closely with the Designated Safeguarding Lead with the monitoring of ICT safeguarding software currently Impero.
8. Responsible for GDPR compliance in regard to ICT systems.

KEY TASKS – Team Leader

9. To line manage Technicians and other ICT/Reprographics related staff allocated to this role. Tasks include giving instructions, checking work for quality and completion to deadlines, allocating work, performance management, dealing with sickness absence and supporting recruitment processes.

10. To undertake budget management of budgets associated with the role. This includes supporting the budget setting process, authorising invoices/expenditure from budgets which have already been committed, monitoring expenditure, and accounting for spend through producing associated documents.

KEY TASKS – E-Learning

11. To liaise and work with the Trust's ICT Curriculum Co-ordinator on the development and provision of ICT, and necessary technical support, across the Curriculum. This includes the development and implementation of a Virtual Learning Environment.
12. Manage the ICT environment in which controlled assessments take place, ensuring the work generated is stored securely in line with relevant guidelines.
13. To plan, design, deliver or arrange training for staff on a range of ICT applications and other software or hardware issues as appropriate. To assist in facilitating training on INSET days as required.
14. To support teaching staff, where appropriate, in both delivery of the National Curriculum to students/pupils and for students/pupils using technology in breaks and activities before and after Trust as required by the Trust.
15. Deployment, management and maintenance of iPad for All Initiative.

KEY TASKS – Network Management

16. To diagnose and resolve network issues within the Trust to ensure the ICT network is functional and performing to required standards.
17. To manage the ICT service desk, and oversee giving of technical advice to support colleagues with ICT queries and the diagnosis of problems, and manage the resolution of faults as part of a fault management system, making decisions on prioritising resources as necessary.
18. Good understanding of network infrastructure, cabling patch panel and Broadband lines.
19. To manage virtual server environments and the wireless network infrastructure.
20. To install and maintain interactive whiteboards, video conferencing facilities and other emergent technologies.
21. Support the administration of ICT systems in the Trust, such as the Finance system and database applications. Be responsible for the Trust's internet and intranet sites, making updates as necessary.
22. To work outside normal working hours accessing Network remotely to troubleshoot issues raised by staff.

KEY TASKS – Software

23. To be responsible for the installation and testing of all new software for use in curriculum and management systems.
24. Ensure MIS integration with 3rd Party systems such as Cashless Catering, Online Payment systems, Library systems, Pupil Tracking, Vivo, Doodle, CPOMS and the Virtual Learning Environment.

25. Ensure back up and disaster recovery solutions are tested and are in place. Ensure anti-virus and spyware software is installed and kept up to date.
26. Ensure user e-mail accounts are established, and user account profiles are reviewed and updated on a regular basis.
27. Maintain external access to remote e-Portals.
28. Ensure lesson by lesson registration performs to required standards, and that on-line pupil registration works effectively.
29. Maintain and update the Trust websites
30. Maintain swipe card system and related sixth form fire list.

KEY TASKS – Hardware

31. To check all new computer equipment on arrival and install as required. Ensure all ICT equipment is security marked.
32. To maintain a full and current inventory of equipment.
33. Support the deployment of computer hardware around the Trust.
34. To undertake repairs to any faulty equipment, such as internal minor repairs, or to send away for more technical help. To overview and ensure that hardware is regularly serviced and a programme of replacement as necessary.

KEY TASKS – Administration & Purchasing

35. Develop relationships with and liaise with external consultants/suppliers/agents on a range of matters, such as network related issues to support purchasing decisions.
36. Production of audits and reports on ICT use and costs. This should support the demonstration of Best Value principles applied to the provision of ICT products and services.
37. Support the Trust to produce a range statistics and other performance indicators and ensure that they are sent to the appropriate organisation/body.
38. Liaise with the LEA as necessary on ICT related issues, and attend/contribute to forums and users groups as appropriate.
39. To ensure that any licences that are required are in place and valid, and ensure that any statutory or legal regulations or compliance are met regarding the ICT service, e.g. disposal of electrical equipment.
40. Keep any ICT associated records required by the Trust, write ICT associated reports as required and compile ICT related data as required.

KEY TASKS – Trust Specific**STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all, respecting the rights of other staff and students to be treated with dignity at work.
2. To uphold and promote the values and the faith ethos of the Trust.
3. To implement and uphold the policies, procedures and codes of practice of the Trust, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection, ensuring confidentiality as appropriate.
4. To take a pro-active approach to health and safety, working with others in the Trust to minimise and mitigate potential hazards and risks, and actively contribute to the security of the Trust, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the Trust's training plan, working to continually improve own performance and that of the team/Trust.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff, suppliers/contractors and visitors

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: [Headteacher](#)

Responsible for: Team of Technicians

SPECIAL CONDITIONS

DBS Disclosure Required – Enhanced

	DATE	NAME	POST TITLE
PREPARED	Sept 2018	JY	Business Manager
REVIEWED	Sept 2018	KN	Head Teacher
REVIEWED	Sept 2018	CR	Assistant Headteacher

Crompton House Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

SIGNED (POSTHOLDER) **DATE**

PERSON SPECIFICATION

Job Title: ICT Systems Manager

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Degree in ICT related subject or equivalent		AF / I
	Industry recognised qualifications, such as those accredited by Microsoft, Cisco or ITIL		AF / I
Experience	Experience of giving technical advice/guidance and explaining complicated matters to others, appropriate to the level of their understanding	Experience of managing an ITIL compliant Help Desk solution	AF / I
	Experience of managing a virtual server environment	Experience of working/volunteering with young people	AF / I
	Extensive experience of installing, configuring and testing computer hardware and software.		
	Experience of managing network operating systems, local area networks, servers, upgrades, peripheral equipment and wireless networks		AF / I
	Experience of contributing to ICT strategies, plans, policies, procedures and processes, to ensure ICT use is effective, efficient, taking into account new technologies and anticipates potential future demands on ICT systems		AF / I
	Experience of supervising staff, such as giving instructions, delegating work and checking work has been completed to deadlines and required standards		AF / I
	Experience of designing and delivering training material to improve ICT literacy and/or use different ICT hardware		AF / I

	Experience of monitoring budgets, contributing to the budget setting process and accounting for expenditure		AF / I
Skills & Abilities	Communication skills to share ideas clearly and persuasively, both verbally and in writing		AF / I
	Analytical skills to investigate complex problems and information, drawing conclusions and recommendations for action		AF / I
	Initiative to plan and make decisions, weighing up options and evaluating associated risk		AF / I
	Teamwork skills to support others to promote and achieve the wider aims and objectives of the Trust, including sharing knowledge, meeting deadlines and keeping quality standards consistent		AF / I
	Organisational skills to plan own workload and that of the team, prioritising and re-prioritising tasks to meet potentially conflicting deadlines		AF / I
Knowledge	Understanding of how ICT can play a lead role in supporting student's learning and getting them to engage in educational activities	Understanding of the National Curriculum in relation to ICT and Computer studies, and a broad understanding of the rest of the National Curriculum at Key Stage 3 and 4 (<i>and 5 if appropriate to the Trust</i>)	AF / I
	Knowledge of WAN/LAN technologies		AF / I
	Knowledge of web design software e.g. WordPress		AF / I
	Knowledge of potential health and safety risks and issues working with computers and electrical equipment		AF / I
	An understanding of the wider safeguarding agenda working with children and young people		AF / I

	<p>Knowledge of ICT security issues and latest technology and techniques to ensure the business of the Trust is protected and pupils are kept safe</p> <p>Understanding of the importance of data protection and confidentiality within the Trust environment</p>		<p>AF / I</p> <p>AF / I</p>
Work circumstances	Able to work flexibly according to the needs of the Trust between activities supporting pupil's learning and activities supporting the smooth and effective running of the Trust		I

Abbreviations: AF = Application Form; I = Interview.

Notes

- The successful candidate will be subject to a fully enhanced DBS disclosure
- Any candidate with a disability who meets the essential criteria will be guaranteed an interview