Date as postmarked 

**SALE HIGH SCHOOL**

**Norris Road Sale Cheshire M33 3JR**

**Telephone number 0161 973 2713**

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Dear Sir/Madam

**POST OF IT MANAGER**

Thank you for your interest in the above post. If you wish to obtain any additional information, please contact myself the school Business Manager. A summary of the terms and conditions of the post is attached.

We are an 11-16 mixed high school, we are rapidly improving with excellent exam results achieved in 2017. We pride ourselves in being a warm, friendly and inspiring place to work and study.

We require a senior member of support staff who will take a pro-active approach in the management of our technical hardware, software and IT support functions. You will have extensive IT experience, appropriate qualifications and a genuine desire to provide an excellent service that will support and develop teaching and learning. School experience would be useful, but it is not essential. Our systems are developing rapidly, as the school has recently invested heavily in a new “virtual” network structure, supporting our learning environment, including the Library and several IT suites and back office functions.

Applicants are asked to complete the application form and return it together with a letter of application. CVs will not be accepted. Please bear in mind that short-listing will be undertaken against a set of criteria drawn from the person specification and job description, your application should therefore address all aspects of your skills and experience to enable the appointment panel to best assess your suitability.

The closing date for applications is **Friday 22nd September 2017 at 12 noon** and short-listing will be undertaken as soon as possible after this date. In the interests of economy we will only be contacting short-listed candidates. This unfortunately means that we are treating you less courteously than we would wish, but I hope you will appreciate the reasons for our decision

References will be taken up if you are short-listed, however you may request that current employers are only contacted following the interview.

Please note we are committed to safeguarding and promoting the welfare of children and therefore you will be required to undertake a criminal records check via the Disclosure and Barring Service

I thank you for the interest you have shown to date and look forward to receiving your completed application form.

Yours sincerely

Sarah Hocking

Business Manager

SUMMARY CONDITIONS OF SERVICE – IT MANAGER

Conditions of Service as National Joint Council for Local Government Services

1. Appointment is subject to:
   * Satisfactory completion of medical assessment
   * Satisfactory clearance by the Disclosure and Barring Service
   * Satisfactory references (one of whom must be most recent employer)
   * Satisfactory completion of six-month probationary period.

The post is pensionable with the Greater Manchester Pension Fund

1. Salary Range.

Scale PO3, Points 38-41 Salary Range £ 33,437 - £36,379

1. Hours

36.25 hours per week full time daily hours may be subjected to variation according to the needs of the school

1. Holidays

It is a condition of the appointment is that any holidays are taken in the school holiday period.