



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL



**IT MANAGER – LCC GRADE 7/8**  
**APPLICANT INFORMATION PACK**



# *Our Foundation Statement*

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



# Welcome

September 2023

Dear Applicant,

Thank you for your interest in working as a part of our IT team as the IT Manager at Cardinal Allen Catholic High School. This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, information about the school, along with the job description and person specification. You will find the following information relating to the vacancy on our web site:

1. Catholic Education Service Application Form – please only use the version from the school website
2. Catholic Education Service Recruitment Monitoring Form
3. Rehabilitation of Offenders Act 1974 Disclosure Form
4. Information regarding the Immigration, Asylum and Nationalities Act 2006

We hope that this, and the other information on the website, will help you to decide whether you would like to apply for this position.

Applicants must complete the CES application form, recruitment monitoring form and disclosure form, together with a supporting statement (no more than two sides of A4 and minimum size 12 font) indicating your suitability for the post. Applications should be addressed to Jane Abra and sent to [j.abra@cardinalallen.co.uk](mailto:j.abra@cardinalallen.co.uk) and will be acknowledged by the school. If you would like to discuss this opportunity further, or even visit the school, please contact the Business Manager, Jane Abra at [j.abra@cardinalallen.co.uk](mailto:j.abra@cardinalallen.co.uk).

The closing date for receipt of applications is 09.00 Monday 9 October 2023.

Yours sincerely,

Andrew Cafferkey  
Headteacher



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

**IT Manager Grade 7/8, points 19 to 30  
£27,852 to £36,298 (pay award pending)**

*Required as soon as possible*

The governors of this very successful Catholic High School wish to appoint an IT Manager to join our IT Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parents and Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

### **The successful candidate will:**

- Provide excellent customer service, coupled with the use of help-desk management system
- Manage the work of staff providing technical support to staff and pupils allocating jobs
- Diagnose and resolve a wide range of complex network, software and hardware faults
- Develop school policies and procedures for the use of ICT within the school environment
- Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate
- Keep abreast of relevant changes and best practice within ICT, particularly in relation to security

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”, evaluated by Ofsted earlier this year as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Interested candidates are welcome to call the Business Manager, Jane Abra for an informal discussion or to visit the school to discuss the opportunity further. Applicants must complete the CES application form and send to [j.abra@cardinalallen.co.uk](mailto:j.abra@cardinalallen.co.uk) by 09.00 Monday 9 October 2023.

**Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659**  
**head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk**



# General Information

## THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

## OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

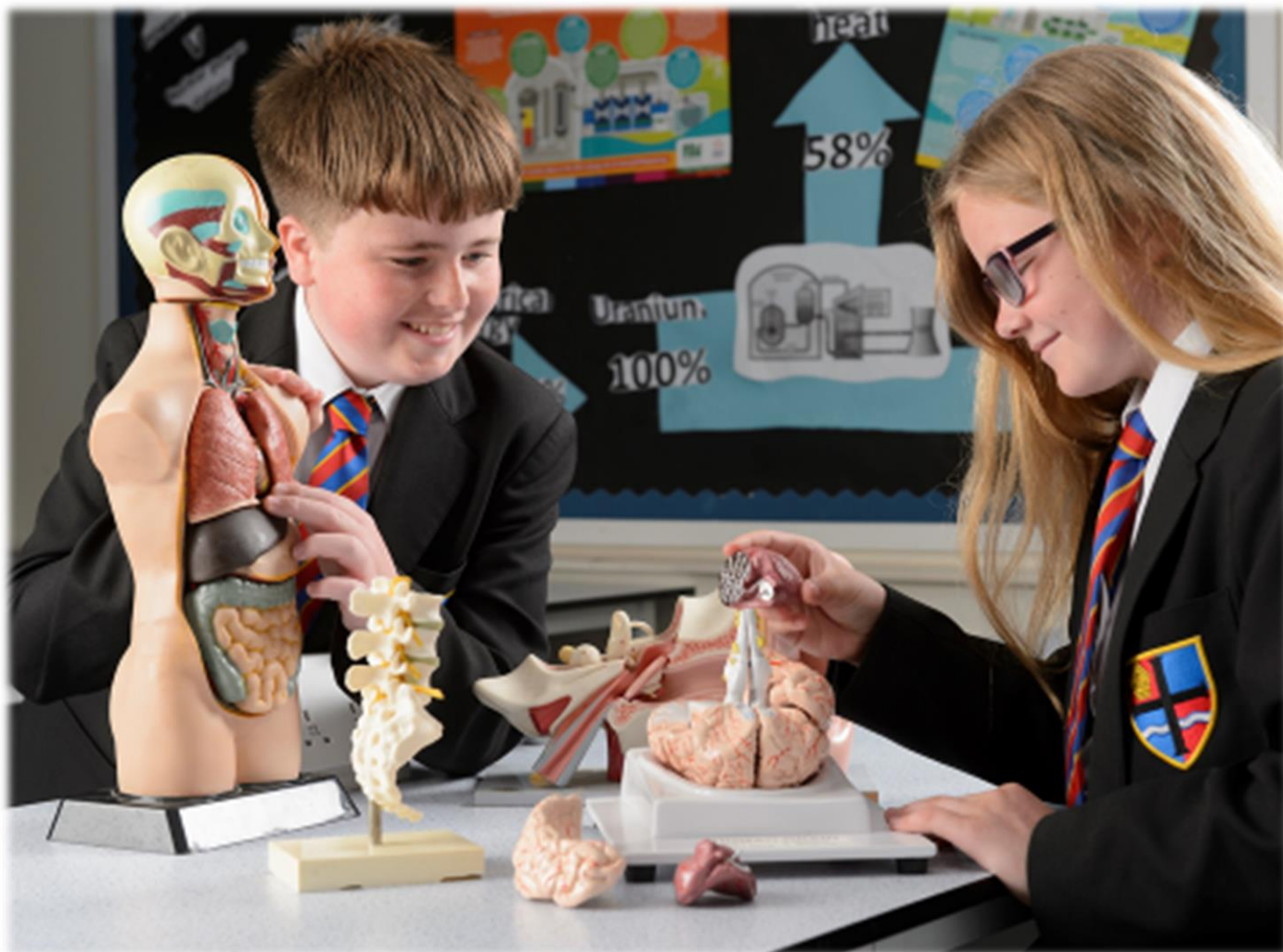
*“Cardinal Allen is an outstanding Catholic School”* (Section 48)

*“Pupils are happy to attend this kind and welcoming school”* (Ofsted 2022)

*“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.”* (Section 48)

*“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.”* (Ofsted 2022)

*“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.”* (Section 48)



## THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away.

## THE IT TEAM

IT Support is an essential part of the school infrastructure that transcends the organisation. The team consists of two IT Technicians. The school buys in support for our MIS service, network up to the firewall, and backup service. The department has historically had a strong sense of team spirit with an attitude that teaching and learning come first. Our new colleague will receive all the support and encouragement necessary to continue the provision of school network support and to develop professionally for the next stage of their career.

## THE ROLE

We are looking for an IT Manager to work with our IT Technician to address the IT support needs of our staff and pupils. The post holder will have the responsibility for supporting staff and pupils along with the management and development of the school IT network.

## WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a very successful team. The successful candidate needs to have excellent IT skills along with a strong commitment to customer service.

## WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



## HOW TO APPLY

Applicants must complete the CES application form, recruitment monitoring form and disclosure form, together with a supporting statement (no more than two sides of A4 and minimum size 12 font) indicating your suitability for the post. Applications should be addressed to Jane Abra and sent to [j.abra@cardinalallen.co.uk](mailto:j.abra@cardinalallen.co.uk) by 09.00 Monday 9 October 2023 and will be acknowledged by the school.



# Job Description

## JOB DESCRIPTION FOR:

## IT Manager

### Relating to School Mission Statement:

In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between adults and between adults and children. All staff are expected to set a positive example to others in this respect.

### KEY TASKS AND RESPONSIBILITIES

- Develop school policies and procedures for the use of ICT within the school environment
- Maintain a comprehensive database of all support requests
- Manage the work of staff providing technical support to staff and pupils allocating jobs
- Identify school staff training issues 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 out of date 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 may include managing associated budget
- Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy
- 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
- Install, upgrade and maintain desktop computers and laptops
- Updating policies on a firewall
- Provide excellent customer service, coupled with the use of help-desk management system
- Administer user email accounts and subscriptions in Office 365
- Deploy software and maintain hardware and software on the server
- Administer DHCP, DNS and Active Directory on the server
- Join new workstation / printer / photocopier to domain
- Manage user accounts and permissions using a print management system
- Diagnose and resolve a wide range of complex network, software and hardware faults
- Scheduling upgrades and security backups of hardware and software systems
- Manage crisis situations, which may involve complex technical hardware or software problems
- To keep abreast of relevant changes and best practice within ICT, particularly in relation to security

Individuals in this role may also:

- Manage the ICT Network for a cluster of schools (not currently required)

### To support the school and its wider community:

- Assist in providing an atmosphere in which effective learning can take place
- Support the promotion of positive relationships with parents, carers and outside agencies
- To work within school policies and procedures.
- Attend staff training as appropriate

- Take care of their own and other people’s health and safety
- Be aware of the confidential nature of issues related to home/pupil/teacher/school work
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Continue personal development as agreed
- Engage actively in the appraisal process
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar or lower grade that is not specified in this job description

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Line Manager:** Business Manager

**Line Managing:** IT Technician

**Liaising with:** Staff, any relevant external agencies

**Working Time:** 37 hours per week, full year

**Grade:** Lancashire Pay Spine Grade 7/8, pts 19 - 30 £27,852 to £36,298 (pay award pending) depending on experience

## Person Specification



**Cardinal Allen Catholic High 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 required to complete an enhanced DBS check and a range of other recruitment checks will be made which will include online searches.**

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Experience, Skills, Knowledge and Understanding	Essential	Desirable
GCSEs or equivalent at Grade 4/C or above in Maths and English	✓	
Recognised Level 4 ICT qualification in a relevant discipline	✓	
Recognised IT Qualifications such as CCNA, Microsoft Certification, CompTIA		✓
Experience of delivering ICT services in a school environment		✓
Experience of managing large networks and major software upgrades	✓	
Knowledge of Active Directory, Azure AD (Entra ID) , Group Policy, DHCP, DNS	✓	
Knowledge of virtualisation such as Hyper-V and Windows Server 2016 and Windows 10	✓	
Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel with excellent keyboard skills	✓	
A working knowledge of Microsoft Azure and Office 365	✓	
Efficient and effective administrative and organisational skills	✓	

Experience of working in a busy ICT environment working independently providing technical support on a wide variety of ICT systems, equipment and IT software	✓	
Good analytical, organisational and problem-solving skills	✓	
Can maintain issues of confidentiality in the school working environment	✓	
<b>Communication and Self-Management Skills</b>		
Has the ability to communicate effectively with a wide range of different people and organisations, including pupils, staff, parents and external agencies	✓	
Is able to plan, organise, prioritise and manage their own personal time effectively with challenging/competing workloads and with minimal supervision	✓	
Will actively engage in training activities and take responsibility for his/her own professional development	✓	
Ability to organise, lead and motivate any responsible staff	✓	
<b>Personal Attributes</b>		
Is committed, resilient, robust, resourceful, keen and enthusiastic	✓	
Build and maintain quality relationships through interpersonal skills and effective communication	✓	
Has an excellent record of punctuality, attendance, reliability and integrity	✓	
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓	
The ability to cope well in a fast-paced environment, responding effectively to changing demands and circumstances	✓	
Has a sense of humour and patience, particularly when facing difficult and challenging situations	✓	
Can demonstrate the ability to work well as a team member	✓	
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	✓	
Commitment to safeguarding and protecting the welfare of children and young people	✓	
Willing to support the Christian ethos of our Catholic school	✓	
Be a positive role model at all times and a highly effective and respected representative of Cardinal Allen	✓	
Willing to work outside standard school hours as required	✓	
Positive recommendation from all referees, including current employer	✓	