

Candidate Pack

ICT Network Manager

Application Deadline: **9am Friday 10 April 2026**

Interviews: **Wednesday 15 April 2026**



THE
BRIAN CLARKE
CHURCH OF ENGLAND ACADEMY

WWW.BRIAN-CLARKE.ORG



Listening & Acting Award
2024/25

edurio

For more info visit:

careers.cranmereducationtrust.com



PROUD TO BE PART OF
Cranmer
Education Trust



Welcome from the Headteacher

Mrs Ash, MA, NPQH

Thank you for your interest in becoming our new ICT Network Manager

A role in a new school is an opportunity education professionals dream about. You will be part of a talented and committed staff team that is growing a school from Year 7 upwards, supporting the development of its ethos and embedding it into the community of school. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting and challenging role. It is a post for a dedicated, energetic and creative professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school that is in its final year of growth to capacity. The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

This is a Church of England school and the person we appoint must be able, with integrity, to uphold and model Christian values.

This is an excellent time to join the team as the school has just achieved three out of **four Outstanding judgements** - a testament to the commitment and dedication of an incredible staff team.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise.

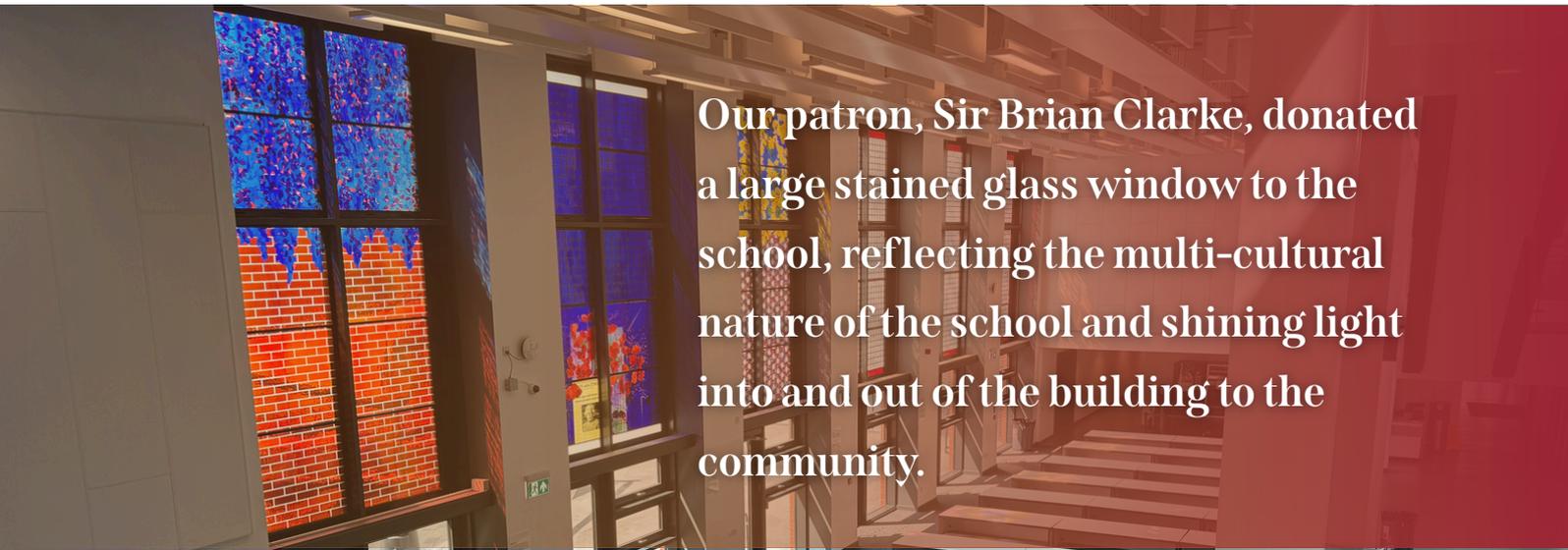
Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England.

For more information, see www.cranmereducationtrust.com



“A focused environment where pupils flourish and enjoy learning together.”

Ofsted report, 2025



Our patron, Sir Brian Clarke, donated a large stained glass window to the school, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and in September 2026 will be full at 1,200 students.

We moved to our beautiful, purpose-built building in May 2023, situated on our accessible town centre site on Bloom Street, Oldham.

The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.

The key elements of the curriculum include:

- A rich, broad EBacc curriculum up to GCSE
- Compulsory Religious Studies within the core curriculum up to GCSE
- MFL (German) to GCSE
- A rich KS3 provision which includes the arts, technology, computing, citizenship, and the Bronze Duke of Edinburgh Award in Year 9
- A sequentially planned pastoral curriculum that builds in worship, CEIAG, and form reading. This takes places daily for 30 minutes.
- An aspirational co-curricular provision built into Period 6, which runs Monday to Thursday 2.45pm – 3.30pm. All students take part in two activities per week.
- A facility to support literacy to catch up (7.45am – 8.10am) each morning.

We aim for all our students to become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.



“There is a strong sense of belonging and community cohesion. It prepares pupils exceptionally well for life in modern Britain.”

Ofsted report, 2025



In brief, we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An individual able to build relationships and rapport with students, parents, carers and colleagues, as well as communicating directly with relevant external agencies.
- Someone who will go the extra mile for students, not because they are asked to but because they want to; someone who will do their utmost to ensure that all of our students' progress to the future destinations of their choice.
- Someone who will inspire students and the staff they work with.
- An excellent communicator with sound analytical skills and a flexible approach.

We offer:

- Opportunities for professional development in a growing Trust.
- Schools: A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best.
- LGPS career average pension scheme with a generous employer contribution.
- Generous holiday entitlement and sick pay scheme, increasing with length of service.
- Central Oldham location close to good transport networks



The curriculum is underpinned by a consistent pedagogy that understands how students learn, and a rigorous approach to reading and literacy to build character and resilience.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

Applications closing date: 9am Friday 10 April 2026

Interview date: Wednesday 15 April 2026

Start date: ASAP



You can apply for this post on our website, <https://www.brian-clarke.org/vacancies/working-for-us/>

Thank you for your interest. We look forward to hearing from you.

Yours faithfully

Mrs Allison Ash, MA, NPQH
Headteacher, The Brian Clarke CE Academy



“BCA provided fantastic induction training, which gave me confidence in a new school. All staff were incredibly welcoming and supportive, the friendly team made me feel at home from day one.”

~ Mrs L Goddard
Head of PE





PLACE OF WORK

The Brian Clarke Academy,
Oldham, Greater Manchester



LUNCH

Delicious food available in our school
Restaurants at just £2.80 for a
meal & dessert.



STAFF FELLOWSHIP

Regular activities for socialising
and staff wellbeing



EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Confidential independent support services
available to staff when you need it.



HEALTH SUPPORT

Free support for health and
wellbeing, including a dedicate
Menopause Support Programme



PARKING

Free car parking is available on site



ANNUAL LEAVE

Annual leave allowance for non-
teaching staff rises in line with
years of service



FLEXIBLE WORKING

Flexible working arrangements for
non-teaching staff, and a supportive
culture to ensure all teaching staff
are able to work with the flexibility
they need.



EMPLOYEE PERKS

Perks, discounts and cashback
offers for major retailers, holidays,
restaurants and bars



TRANSPORT LINKS

Well-situated, with Westwood and
King Street Metrolink stops within 7
minutes' walk, and Oldham Bus
Station 4 minutes.



CAREER PROGRESSION

A growing school that offers
real career progression



BICYCLE STORAGE

Secure bicycle storage is
available on-site

ICT Network Manager

Contract

Permanent

Hours

Full Time

Salary

Grade 7-8

£38,220 to £47,181

As ICT Network Manager, you will play a pivotal role in shaping a growing school within a collaborative Trust. You will lead development, working closely with senior leaders and Trust colleagues, combining technical expertise with strategic vision.

This is a rare opportunity for an experienced professional at an exciting stage in our school's development.

Job Purpose

- A leading role, part of a wider ICT support across the Trust. The Network Manager will lead (from a technical perspective) on the school's vision and delivery of a device strategy.
- Supporting the Headteacher and the Finance and Operations Manager in the day to day running and growth of a new school, whilst fulfilling the network management and support role developing and maintaining the ICT service, proactively developing services.
- The Network Manager may be asked to work on central ICT projects, developing the use of the ICT service across the Trust, proactively exploring potential new developments.
- Input into educational plans and strategies for use of ICT for teaching and learning.
- The post holder will manage and maintain the operational service at the Brian Clarke CE Academy, ensuring functionality and security are always maintained.
- Work professionally and autonomously as required collaborating with ICT staff in other institutions. Culture of collaboration and attending trust ICT networking meetings. What comes from this is that the schools offer each other assistance, guidance, sharing of knowledge.
- Getting in at the start of the new school and being part of developing an exciting new culture.

REPORTING TO:

Matrix managed by Trust IT Director and the Finance and Operations Manager

RESPONSIBLE FOR:

ICT Officer and Technicians



“Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!”

- Mr Ahmed, Head of Years 9 and 10

Key responsibilities

1. Network management, stability, and performance
2. Support
3. Mobile devices
4. Project Management
5. Supervision and developing the team
6. ICT budget and finance
7. Safeguarding
8. Back-ups and Disaster Recovery, Data Protection
9. General duties

MARKING, ASSESSMENT AND REPORTING

Key tasks and duties

1. Network management, stability, and performance

- a) Ensure that the school's ICT network is stable, maintained, up-to-date, robust, and fit for purpose.
- b) Work with the Headteacher and with the Trust IT staff to make sure that the network can enable all staff to have confidence in technology and be able to walk into any of the school's classrooms and begin using ICT without hesitation or worry.
- c) Ensure stable and reliable WAN and Wi-Fi connectivity.

2. Support

- a) Manage the operational delivery of day-to-day IT processes for Brian Clarke CE Academy and Oldham ICT hub, to ensure a robust and consistent service troubleshooting service.
- b) Take part in training and development activities as identified in discussion with the Trust IT Director and to take responsibility for personal training and development.
- c) Continually review and develop good working practices and service standards of ICT services.
- d) Continually review, develop, and deliver improvements to ICT service operation.
- e) Ensure all software is correctly licenced and stored securely.
- f) Be responsible for specific software and hardware upgrades, minimising downtime where possible.
- g) Oversee ICT inventory management ensuring the upkeep and maintenance of records.
- h) Represent the school at external forums, interacting with other professionals & institutions to share and develop good and outstanding practices. Liaising with external suppliers etc as required.



“Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!”

- Mrs Carey, Library
Manager and Worship
Co-ordinator

3. Mobile Devices

- a) Work with the Headteacher, Trust ICT Manager and contractors to embed the foundations of the device programme strategy.
- b) Embed cloud strategy and the use of the school's learning platform, enabling instant access through individual devices as a tool for learning.
- c) Work with and support the Headteacher to maximise the use of devices, how they will be used depending on subjects and learning.
- d) Support the Headteacher to foster teacher confidence utilising device technology in their classrooms, helping to integrate online learning tools into every subject, and contributing to staff training, helping to make sure that the device strategy vision is sustainable.
- e) Oversee the distribution, maintenance, and repair of devices.

4. Project Management

- a) Work with the Trust's IT Director to develop and deliver innovative ICT strategies to support the development and growth of the school as well as the Trust.
- b) Continually review, explore, evaluate, and promote operational improvements to the provision of ICT infrastructure, hardware, software, and services.
- c) Have responsibility for school-based-projects, overseeing the work of the school team, as well as projects which come about as a trust initiative, as directed by the Trust IT Director.
- d) User acceptance testing of new systems.

5. Supervision and Developing the Team

- a) Responsible for overseeing operational delivery of day-to-day ICT processes within a growing secondary school and primary school in the Oldham ICT hub to ensure a robust and consistent service.
- b) Oversee ICT Technical staff CPD, appraisal and training and development.
- c) Have a good overview of the support the team provide to pupils and staff using ICT equipment and networks to be able to prioritise people resource allocation and training.
- d) Delegate and allocate specific responsibilities and duties to the team for managing and maintaining the operational service.
- e) Coach colleagues in effective planning, sharing, and developing good practice, and ensuring consistency of approach in delivering against approved objectives.
- f) Train others in areas of professional expertise associated with the post holder's substantive role.

6. ICT Budget and Finance

- a) Responsibility for the Brian Clarke ICT budget and specific school-based project budgets, dealing with fluctuations and priorities.
- b) Oversee the Help Desk function for Brian Clarke CE Academy.
- c) Oversee a rolling programme of updating resources and determining replacement programme for equipment, hardware, and software.
- d) Work with the Trust Director Manager, ensuring contracts are fit for purpose, financially viable, value for money. Negotiation with suppliers.
- e) Contribute to ICT tender purchases for purchase of ICT related equipment and contracts, working with Trust ICT Director and Finance Managers to ensure the correct procedures are followed.

7. Safeguarding

- a) Responsible for implementing monitoring systems with the highest standards of web filtering giving confidence that safeguarding, pupil on-line safety and cyber risks to the network are mitigated and reduced as far as possible.
- b) Ensuring the ICT services team are fully trained in the specific role they play in safeguarding through ICT across the school and wider Trust.
- c) Working with the Headteacher and senior colleagues at school level to ensure that local procedures are supported by ICT functions and appropriate software (e.g. CCTV, Net Support, Lock Down Processes, site security including IT).

8. Back-ups and Disaster Recovery, Data Protection

- a) Ensure school back up procedures are undertaken and operating effectively including overseeing business continuity/ disaster recovery tests.
- b) Backing up servers (files, folder), maintaining and checking
- c) Server recovery (in case of failure)
- d) Manage security for files and folders for users and groups (manage AD in the cloud)
- e) Support Trust Data Protection/GDPR processes
- f) Process retention protocols for data in line with Trust policy – i.e. deletion of records/files and to provide reports of disposal of data
- g) Cyber essentials – follow CET protocols
- h) Phishing Emails – follow CET protocols



“As a member of the founding team, I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress your career.”

- Ms Dickinson, Director of English

9. General duties

- a) Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
- b) Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
- c) Uphold and promote the values and ethos of the Trust.
- d) Implement and uphold all policies, procedures, and codes of practice of the Trust.
- e) Follow the health and safety policy and be aware of the responsibility for personal health and safety and that of others, reporting any hazards and actively contributing to the security of the school.
- f) Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
- g) Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- h) Undertake any other additional duties commensurate with the grade of the post.

While every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).



ICT Network Manager

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification – ICT Network Manager	Essential or Desirable	How identified Application (A) Interview (I)
Qualifications		
Degree level or equivalent or a minimum of 5 years professional experience in an associated area	E	A/I
Excellent literacy and numeracy skills	E	A/I/T
Project Management Qualification (or qualified by experience)	D	A/I
Experience		
Experience of using IT systems including Windows client/server operating systems	E	A/I
A very strong technical background with experience of designing, configuring and managing networks	E	A/I/T
Experience of managing a team	D	A/I
Experience of working in a school or similar environment	D	A/I
Experience of managing projects	E	A/I/T
Skills and Abilities		
Excellent planning and organisational skills	E	A/I
Excellent analytical skills, attention to detail and a practical approach to problem solving	E	A/I
Ability to establish and work to agreed priorities, meet deadlines, deal with conflicting demands and deliver accurate results on time	E	A/I
Ability to communicate with people at all levels on an individual, group and committee basis and playing a variety of team and project roles	E	A/I
Ability to give and receive clear instructions both written and oral	E	A/I
Experience in handling sensitive, emotional and difficult situations with parents, colleagues, customers	E	A/I
Understanding and ability to manage budgets	E	A/I
Ability to evaluate, assess and formulate improvements to current working practices.	E	A/I
Ability to lead and develop staff in an administrative environment	E	A/I
Proactive self-starter capable of instigating and leading change.	E	A/I
Knowledge		
Implementation and management experience of MS Server environments, AD and Office 365.	E	A/I/T
Knowledge of virtual server and desktop infrastructure solutions	E	A/I/T
Working knowledge of data management systems – integrations and connections	E	A/I
Ability to assess and utilise software applications in planning, analysing and manipulating data.	E	A/I/T
Knowledge of the most current technologies for ICT including the latest Windows operating systems and Microsoft Office packages	E	A/I
Working knowledge of website hosting	D	A/I
Excellent understanding of GDPR, data protection and ICT implications	E	A/I
Work circumstances		
Evidence experience of working with confidential information where discretion is paramount.	E	A/I
Positive, open, and friendly attitude to service improvement and delivery	E	A/I
A commitment to safeguarding and promoting the welfare of children and young people.	E	A/I
A commitment to equal opportunities.	E	A/I
A willingness to participate in professional development	E	A/I
Personal		
Enhanced DBS Disclosure	E	A/I
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment	E	A/I
Works with honesty and integrity and committed to maintaining the ethos of the Trust	E	A/I
Special Working Conditions		
Full driving license, daily access to a car and business use insurance	E	A

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

How to apply

We only accept applications via our online portal,
www.tinyurl.com/brian-clarke-jobs

Applications must be received by
9am on Friday 10 April 2026

Interviews for this post will take place on
Wednesday 15 April 2026

If you have any questions or queries, or would just like to chat
about the role, please get in touch via e-mail on hr@brian-clarke.org

We look forward to hearing from you!

