



'For the sake of one child, I would have founded the Society'
St Madeleine Sophie Barat

Application pack for the post of

IT MANAGER

Closing Date: 9.00am Monday 11th May 2026
Required from: As soon as possible



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WELCOME FROM THE HEADTEACHER

Thank you for expressing an interest in the post of IT Manager at our unique school.

Sacred Heart High School is an outstanding Catholic School in the trusteeship of the Society of the Sacred Heart and is part of a network of Sacred Heart schools worldwide.

Situated in historic buildings on a site with a 330 year tradition of contributing to the education of young women, we have stood the test of time, with a cherished history.

Sacred Heart High School was described by Ofsted as an 'exceptional school'. The Headteacher and senior leadership team, supported by the governors, drive a culture of continuous improvement and are highly ambitious for the pupils in their care.

What makes Sacred Heart schools distinctive is that everything we do is driven by the same five goals of Sacred Heart Education, as set out on Page 9.

We value intellect and our results (page 5), placing us in the top 3% nationally, speak for themselves, but Sacred Heart Education is about far more than that.

Sacred Heart Education is rooted in the importance of relationships; recognition of the individual; building social awareness and the importance of acting on it. Kindness and responsibility is at the heart of this, both towards one another and to others beyond our own community.

We educate to develop students' recognition of their own worth and to ensure that they leave school with a sense of their own responsibility to stand up for others. We prepare students to become positive role models, agents of change

and leaders who will transform the world we live in, for the betterment of all.

We value the diversity of our school community and take pride in the achievements of each and every student under our care, both in school and in the wider community.

We have talented leadership and staff across the school who work hard to ensure the students are well looked after, encouraged, nurtured and educated to prepare for their future lives. In turn we provide our staff with opportunities to develop to their full potential and prioritise their well-being.

We have many exciting challenges ahead, including a focus on High Performance Learning, further development of our Sixth Form and the creation of a new performing arts centre.

The IT Manager will be an inspiring, experienced and charismatic individual. We seek someone with both empathy and drive to join a talented, creative and good natured team, to forward our ambitious development plan.

We seek someone to help guide the school through its next stage of development in line with charism of Sacred Heart Education.

We hope that the information given in this application pack, along with the school's website and the website for the Society of the Sacred Heart (<https://rscjinternational.org/>) will help you discover something of the richness to be found in this inner city Catholic school, and I look forward to receiving your application.

Sharon O'Donovan, Headteacher



MISSION STATEMENT

Sacred Heart High School Hammersmith is an 11-18 girls' comprehensive school. The school was founded in 1893 by the Society of the Sacred Heart and has always sought to promote the education of women and academic excellence. Today we are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek constantly to improve everything we do so that we can make a difference for the young women who will shape the society of the future.

Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God.

We do this through

- Providing an excellent education which inspires a life-long love of learning;
- Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;
- Offering a broad and balanced curriculum which meets the needs of each student;
- Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others;
- Recruiting excellent, committed and highly qualified staff who are valued and respected for their contribution and development as learners and educators;
- Building upon our partnership with parents, the Society of the Sacred Heart, governors, the Church and the local education authority;
- Strengthening and extending collaborative links with the international network of Sacred Heart schools and colleges, other learning institutions, including universities and the wider community;
- Creating a well-ordered, stimulating, and secure learning environment, which encourages personal growth in an atmosphere of wise freedom; and
- Making effective use of all our resources on behalf of the young people who come here.

EXAM RESULTS

GCSE 2024 Headline figures

Provisional results based on first entry result, (not including discounted pupils)

	No. of pupils	%
Pupils in Year 11 achieving 9-4 in English	188	95
Pupils in Year 11 achieving 9-5 in English	168	85
Pupils in Year 11 achieving 9-4 in mathematics	176	89
Pupils in Year 11 achieving 9-5 in mathematics	154	78
Pupils in Year 11 achieving 9-4 in English and mathematics	176	89
Pupils in Year 11 achieving 9-5 in English and mathematics	154	78
Pupils achieving the English Baccalaureate (based on grade 5 'standard passes')	114	58
English Baccalaureate average point score per student		8.2

GCSE Progress and Attainment Measures, 2024

GCSE Performance Measures	
Attainment 8 score	6.3
Progress 8 score	0.81

A-Level Results 2024

	2019	2020	2021	2022	2023	2024	2024	Diff. from
	%	%	%	%	%	%	National Av.	National Average
A*	8	11	28	15	5	5	9	-4
A*-A	30	37	68	32	20	24	28	-2
A*-B	58	71	88	57	56	58	54	4
A*-E	99	100	100	99	97	99	97	2

KEY PRIORITIES

CATHOLIC LIFE OF THE SCHOOL

Ensure all staff and students understand and 'live' the charism of the Society of the Sacred Heart. Continued affirmation of our Sacred Heart ethos and offering opportunities for pupils and staff to progress on their journey of faith including through liturgical and sacramental celebrations.

QUALITY OF EDUCATION

A clearly articulated rigorous and ambitious curriculum aligned with national standards and underpinned gospel values; and whose rationale is understood by all students, staff and parents.

Highly effective evidenced based methods of teaching, learning and assessment (with in particular more consistency between subjects at KS3 in terms of assessment).

Robust systems in place for target setting, tracking and monitoring pupil data, to identify individual students' progress and achievement and further target learning gaps as a means of optimising progress for all.

BEHAVIOUR & ATTITUDES

Ongoing development of student motivation, positive attitudes to learning and respectful behaviours and values across the whole school community.

PERSONAL DEVELOPMENT

The flourishing of students' holistic personal development, encompassed in emotional and mental and physical well-being and access to support; coupled with the provision of extra-curricular opportunities that respond to the breadth of students' interests.





FROM THE HEART MESSAGE FROM OUR HEADGIRLS

Sacred Heart is an ethos that goes beyond the walls that make up the school; it encompasses the students, families and teachers that build up our community. The five Sacred Heart goals encourage pupils in their religious, social and academic lives and have shaped me as an autonomous person since my first day in Year 7.

Hard-work and perseverance is rewarded and encouraged at Sacred Heart. Not only are pupils stimulated and challenged to achieve their highest potential academically, they are also provided with immeasurable teacher support as well as a multitude of enrichment opportunities, such as the school rowing club. My experience as a rower has given me countless treasured memories. I have found many cherished friendships, and unfaltering support from coaches and teachers.

Amidst substantial standards and high expectations, school life at Sacred Heart has offered me more than just academic achievement. Student-teacher discussions and supra-curricular pro-

grammes have helped me to grow as a strong and independent young woman. The significant emphasis placed on female-empowerment has especially helped me find my confidence as an individual person in society. I strongly believe that my formative years at Sacred Heart will be the perfect formula for future success in life.

Sacred Heart has sculpted me in such a way I believe no other school can. The essence of Sacred Heart is rooted in growth, development and love for one another. Not only have I been able to academically grow, with immeasurable opportunities to satisfy my curiosity, I have also grown socially within my community specifically as a senior debater. I believe Sacred Heart is more than just a school, it is a fulfilling environment where pupils receive unwavering support, whether that includes awe-inspiring events or meaningful learning experiences.

Undeniably, this school has offered me a plethora of opportunities which I believe I have progressed from a timorous young girl to a confident, driven young woman.

SACRED HEART SCHOOLS

The Society of the Sacred Heart's charism is based on the Heart of Jesus. Our foundress Saint Madeleine Sophie Barat desired nothing more than to share God's love with her students and to inspire them to share that love with the world. Her hope was for all to grasp fully the experience of being loved by God.

The school's logo epitomises this as it represents the heart of Christ, with a cross at the opening. It is an open heart that is welcoming to all, with the world at its centre, showing both our internationality and our desire to make a difference in the world.

Following what St Madeleine Sophie wanted, our aim is that the students of this Sacred Heart school recognise God's love and share it with others, making it a place where the attitudes of Jesus' Heart are lived.

OUR SACRED HEART EDUCATIONAL GOALS AND NETWORK

Sacred Heart Hammersmith is part of a network in England comprising five schools and a college. All were originally founded by the Society of the Sacred Heart.

There are two co-ordinators in the English network who support the schools and the college in the development and promotion of their distinctive Sacred Heart ethos.

Conferences and events are organised for school leaders, goals co-ordinators, chaplains, staff and pupils including a student leaders' conference and a bi-annual Heart Fest in which pupils from all schools come together.

The English network is part of a global network. There are Sacred Heart schools and universities in 31 countries across the world. The links with our global network give the Sacred Heart educator opportunities for professional development.

Our school chaplain, who is also the Goals Co-ordinator, supports the school to embrace the Sacred Heart ethos and charism; and embed the goals in the everyday life of the school.

THE GOALS

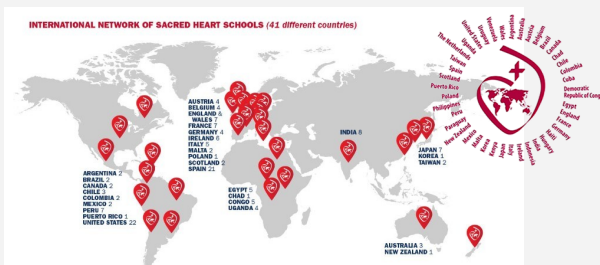
As part of an international network of schools, each school is committed to a set of principles shared by many Sacred Heart schools, known as the Goals. The five Goals of Sacred Heart Education outline the essential principles and values of Sacred Heart education.

They are based on the Sacred Heart philosophy of education: to educate the whole person as a member of society, confident of their personal worth and actively living out Christ's call to know and share His love.



The five goals used by schools in the Sacred Heart Network in England are:

- Goal I:** a personal and active faith in God.
- Goal II:** a deep respect for intellectual values.
- Goal III:** a social awareness which impels to action.
- Goal IV:** the building of community.
- Goal V:** personal growth.



JOB DESCRIPTION

IT MANAGER, SACRED HEART HIGH SCHOOL

INTRODUCTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Society of the Sacred Heart. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment will be made under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for teachers in Catholic Schools and other current education and employment legislation.

JOB SUMMARY

Responsible to the School Business Manager.

The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Main Purpose of the Role

To lead and manage all aspects of the school's IT infrastructure and systems to ensure reliable, secure, and innovative technology provision that enhances teaching, learning, and administration. The IT Manager will work closely with senior leaders to develop and implement a digital strategy aligned with the school's vision and Catholic ethos.

Key Responsibilities

Strategic Leadership

- ◆ Develop and deliver an ICT strategy that supports the school's educational vision and operational needs.
- ◆ Keep abreast of emerging technologies and advise

the SLT on opportunities for innovation and improvement

- ◆ Contribute to long-term planning for ICT expenditure and digital transformation projects.

Infrastructure and Systems Management

- ◆ Oversee the design, installation, maintenance, and upgrade of the school's network, servers, and systems.
- ◆ Manage user accounts, permissions, and network security, ensuring compliance with GDPR and safeguarding protocols.
- ◆ Ensure data integrity, regular backups, and a robust disaster recovery plan.
- ◆ Manage wireless networks, cloud systems (Microsoft 365 / Azure), and on-site servers.

Support and Training

- ◆ Lead and support the IT support team, providing clear direction, mentoring, and professional development.
- ◆ Deliver first-class technical support to staff and students, ensuring minimal disruption to teaching and learning.
- ◆ Provide training for staff on software systems and safe digital practices.

Procurement and Compliance

- ◆ Manage IT budgets, procurement, and supplier relationships to ensure value for money.
- ◆ Lead on data protection and cybersecurity, ensuring all systems meet safeguarding and legal requirements.

Safeguarding and Ethos

- ◆ Promote and uphold the Catholic values and mission of the school in all aspects of work.
- ◆ Support the safeguarding of all students through effective monitoring and responsible data management.

PERSON SPECIFICATION

IT MANAGER, SACRED HEART HIGH SCHOOL

KEY: E - Essential D - Desirable A - Application Form I - Interview R - References CC - Checking certificates

Criteria	Essential Requirements
Qualifications	Degree or equivalent qualification in IT, Computer Science, or related field. Professional certifications (e.g. MCSE, CCNA, Azure Administrator) desirable.
Experience	Minimum three years in IT management or senior technician role; experience in an educational or similar environment preferred.
Technical Skills	Proven ability to manage Microsoft 365, Windows Server, virtual environments, networking, firewalls, and backup systems.
Leadership	Experience Managing a team, prioritising workloads and delivering projects to deadlines
Knowledge	Strong understanding of data protection, cyber security and GDPR compliance
Personal Attributes	Collaborative, adaptable, service-oriented, and aligned with the values of a Catholic education community. Excellent communication and problem-solving skills.

SUPPORTING INFORMATION

HOW TO APPLY

Completed application forms should be completed via TES by 9.00am Monday 11th May 2026. CVs will not be accepted.

SELECTION PROCESS

Shortlisting will take place Monday 11th May 2026 and interviews will take place shortly after.

SALARY

A full time salary on **Support Staff Pay Scale P02 (Pt35 £46,452 to Pt38 £49,562)** dependent on experience will be provided. You will be paid on the 15th day of each month.

HOURS OF WORK

36 hours per week to be worked over the period Monday to Friday. The exact times of attendance will be determined by the Headteacher but are likely to be 8.00am to 4.00pm

PENSION

On joining the school you will automatically be included into the Teachers' Pensions Scheme (TPS). If you are already a member of the TPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on

your annual salary.

MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

NOTICE PERIODS

Notice periods are in accordance with the School Teachers' Pay and Conditions Document.

EQUAL OPPORTUNITIES

As an equal opportunities employer, we welcome applications from all sections of the community, including persons with disabilities.

TERMS AND CONDITIONS

Your terms and conditions of employment are those laid down by the Teachers' Pay and Conditions Document, where relevant.

The appointment will be conditional upon you satisfying the standard employment checks for a senior leader including references, enhanced DBS, health checks, right to work in UK, etc.

QUERIES & VISITS

We encourage candidates to look at our website <https://www.sacredhearhigh.org.uk/>

