

WE ARE DELIGHTED TO OFFER A NEW VACANCY AT OUR SCHOOL

# NETWORK MANAGER

THE CLOSING DATE FOR THIS VACANCY  
IS MONDAY 1ST JULY AT 9.00AM



**BLACKLEY  
MANCHESTER**



**SEPTEMBER  
2024  
EARLIER IF POSSIBLE**

ASSISTED TOURS OF THE SCHOOL ARE AVAILABLE ON REQUEST



## Our Lady's R.C. High School

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 Find us on Facebook

 Follow us on Twitter

[www.olhs-manchester.org.uk](http://www.olhs-manchester.org.uk)

A WARM WELCOME FROM OUR HEADTEACHER

# HEADTEACHER WELCOME



Thank you for your interest in our school. Our Lady's is a welcoming, purposeful and calm place where everyone is valued and their uniqueness is celebrated.

Whilst we have had excellent outcomes over recent years, and all our inspection reports (both Ofsted and Section 48) have been graded at least 'Good', it is the recognition from our locality that is most important to us serving our families is our greatest motivation.

Curriculum is rightly a national priority and the move away from judging schools primarily through a narrow set of data is a policy change we certainly welcome. Furthermore, we feel strongly that the curriculum our children experience should be far broader than the National Curriculum. The diverse backgrounds our children come from add a richness to our community and they also demand a curriculum that recognises them – a challenge we embrace. This is also complemented by an enrichment programme that provides all our children with the opportunities to participate in, and enjoy, a wide range of experiences, regardless of economic disadvantage.

I know all Headteachers say this but it genuinely is an exciting time to join the school. Due to being significantly oversubscribed the LA are investing 6

million pounds in developing the school building. We are using this opportunity to enhance the offer for our children but to also embrace the call of Pope Francis to be the custodians of Mother Earth. We are aiming to be 'carbon neutral' in the next three years with the ambition, ultimately, to be 'carbon zero'.

The children are our greatest asset and the vibrancy they bring to the school is both inspiring and uplifting. Many of our children face the challenges that come with living in poverty but if you feel that you could play a part in equalising those factors I encourage you to apply for this role.

Yours sincerely

Lee Ormsby

"The children are our greatest asset..."



**SUSTAINABILITY FOCUS**

OUR AIM IS TO BE CARBON NEUTRAL BY 2025



**NEW BUILDING PROJECT**

6 MILLION POUND INVESTMENT



**TECHNOLOGY INVESTMENT**

A SIGNIFICANT INVESTMENT

WE ACHIEVE OUR MISSION BY CREATING A COMMUNITY OF FAITH, LEARNING AND SERVICE

# ABOUT OUR SCHOOL

To Know, Love and Serve God.

OUR SCHOOL MISSION



## A message from our Head Prefects



**Ketsia and Daryl**

HEAD PREFECTS

Our Lady's, I feel, is a school like no other. Every single member of the school has a gift to bring which we help to nurture. I have attended this school for the past four years and can honestly say staff here have helped me in every aspect of my life and can help many others.

This school is one of great diversity - the students alone speak over 73 languages - and every single one is appreciated with the multiple events Our Lady's has to offer - like Culture Day where each country can participate in their very own catwalk! All the staff push the students to reach the best of their abilities which is one of the reasons why Our Lady's gets some of the best results in Greater Manchester. It provides a comfortable learning environment for students so that they too can feel safe and at ease coming to school. I also enjoy the wide variety of clubs on offer, such as roller-skating, book club, chess and keyboard club, and how every student has the same opportunity to join in and make new experiences. Our Lady's is a wonderful school and is a great place for prospective students.

### Ketsia

Our Lady's is most definitely more than just a school. It's a community, a family from student to staff. Being a part of said family I can confidently assure anyone it has everything. Beginning with a diverse demographic to the outstanding academic, athletic and creative talent that resonates within every student.

Our Lady's is a school that has something for everyone, and a big part of that is being able to find your people; whether that's on the football team, chess club or debate club. However at the end of the day school is a place we come to learn and no school in greater Manchester can teach like they do at Our Lady's. The staff, from every corner of the school, do their best to aid the students to excel; and the results we achieve are only proof of their efforts.

As a Catholic school belief and love of God is important in how Our Lady's is coordinated, with our mission being "to know, love and serve God". This ensures that teachers and students alike are following and adapting to live a better life for a safer educational environment.

During my time at Our Lady's I've enjoyed celebrations with peers, enrichment activities and rewards for behaviour so i can truthfully admit that it is one of if not the most versatile, sublime schools across Manchester.

### Daryl

We hope that having read this you feel encouraged to join Our Lady's and we hope to see you soon!

## A message from members of our staff body



### EMMA WATKINS - HEAD OF LANGUAGES

Ever since the first day I stepped foot in Our Lady's, I knew that it was a special place. Our Lady's has been an integral part of my teaching journey, having trained here as an ITT before joining as a permanent member of staff. The culture of Our Lady's focuses heavily around celebration and this is mirrored both in the way we appreciate our pupils for all their diverse strengths but also in the way in which staff are championed and supported to develop. As a Head of Year, I am grateful to work in a school where there is a significant emphasis on the importance of safeguarding and high quality, personalised pastoral care. Through strong relationships and a creative approach, all staff ensure that any barriers to learning are swiftly removed to allow both pupils and staff to focus on engaging in a high standard of teaching and learning.



### KANE VINCENT - DEPUTY HEADTEACHER

Working at Our Lady's over the last seven years has been an exceptionally rewarding experience. Growing up in the local area, I am well aware of the challenges that our students face and as a senior leader within the school I have the opportunity to shape policy and practice around the unique needs of our local community. Beginning here as an NQT, I have been afforded a plethora of opportunities to develop my career, successfully undertaking roles such as head of year and faculty. Working with such a diverse, genuine, warm-hearted staff body I have found that Our Lady's is not just a school, but a welcoming Catholic community that will support you with all of the ups and downs of your personal and professional life.



### LAURA HAMILL - ASSISTANT SUBJECT LEADER

Spending my PGCE year at Our Lady's has helped me to improve and grow as both a practitioner and a person. I feel incredibly fortunate and grateful to have had the opportunity to learn from the most dedicated, hardworking and brilliant team - both in my department and beyond. Becoming a part of the team at Our Lady's has been immensely fulfilling and rewarding, and I am excited to continue my teaching journey here as an NQT.



### BRENDAN RABBITT - ASSISTANT HEADTEACHER

Teaching at Our Lady's has been an incredibly satisfying and rewarding experience. I have been teaching here since September 2020 and it has always been apparent, from my very first day, that this is a special place for the students and staff with a sense of community. The diverse school community generates a variety of differing experiences and perspectives on critical issues in the past, this really lights up History lessons. The students arrive to lessons with a real hunger to learn, so it's a great responsibility to offer students learning experiences of the highest quality but I have the professional freedom to be creative and innovative in doing so. Additionally, outside of the classroom it's very humbling to see the charitable work undertaken by so many students who want to be an active member of the school community as well as to help others in need, such values run throughout the school which make it a wonderful community to be a part of.

WE ARE DELIGHTED TO ADVERTISE THE POSITION OF

# NETWORK MANAGER

**START DATE:** SUMMER 2024  
**SALARY DETAILS:** Grade 8 SCP 31-35: £39,186- £43,420  
**CONTRACT:** Full time - all year round

## The successful candidate will benefit from:

01

### OUR UNIQUE SCHOOL ENVIRONMENT

A supportive and nurturing environment that provides high quality, professional, developmental experiences and opportunities.

02

### STRONG GUIDANCE AND SUPPORT

A strong leadership and management team who work with a dedicated and conscientious team of teachers and support staff.

03

### COMMITMENT TO EQUALITY AND DIVERSITY

We are committed to promoting a diverse and inclusive community and ensuring equality of opportunity. We welcome and encourage applications from everyone, including groups currently underrepresented in our workforce. For more information visit:

[www.olhs-manchester.org.uk/equality-diversity/](http://www.olhs-manchester.org.uk/equality-diversity/)

## The Candidate We Are Looking To Appoint

We are seeking to appoint a highly motivated, enthusiastic and skilled ICT Network Manager. The right candidate will be an exceptional individual with strong strategic and technical leadership qualities that will ensure the school continues on its rapid development towards our vision for ICT across the school.

As an overview our school uses the following: Microsoft suite, Google Classroom, Mac OS, cashless catering, SIMS/FMS, CCTV, ViewSonic, Kaspersky.

Infrastructure: Ruckus wireless, Cisco Meraki/HP switches, Smoothwall/Smoothwall cloud portal, HP San,

Avigilon CCTV, Paxton Access Control, 3cx Telephone system

The individual will play a pivotal role in the technical leadership of ICT services across the whole school, ensuring that the vision for ICT is effectively planned, developed and implemented. The successful candidate will have exceptional technical and communication skills and will be able to lead and motivate their team to meet the school's ICT need and have a positive impact on teaching and learning, and will also further develop our current ICT offer for all stakeholders.



# PERSON SPECIFICATION

## CRITERIA FOR SELECTION

ESSENTIAL DESIRABLE ASSESSMENT

### A: QUALIFICATIONS / EXPERIENCE

Criteria	Essential	Desirable	Assessment
English and Maths GCSE Grade A-C (or equivalent)	✓		A/I
A relevant degree level qualification or significant relevant professional experience		✓	A/I
Extensive experience of working in an ICT environment	✓		A/I
Experience of working in an educational environment		✓	A/I

### B: EXPERIENCE / ABILITIES AND SKILLS

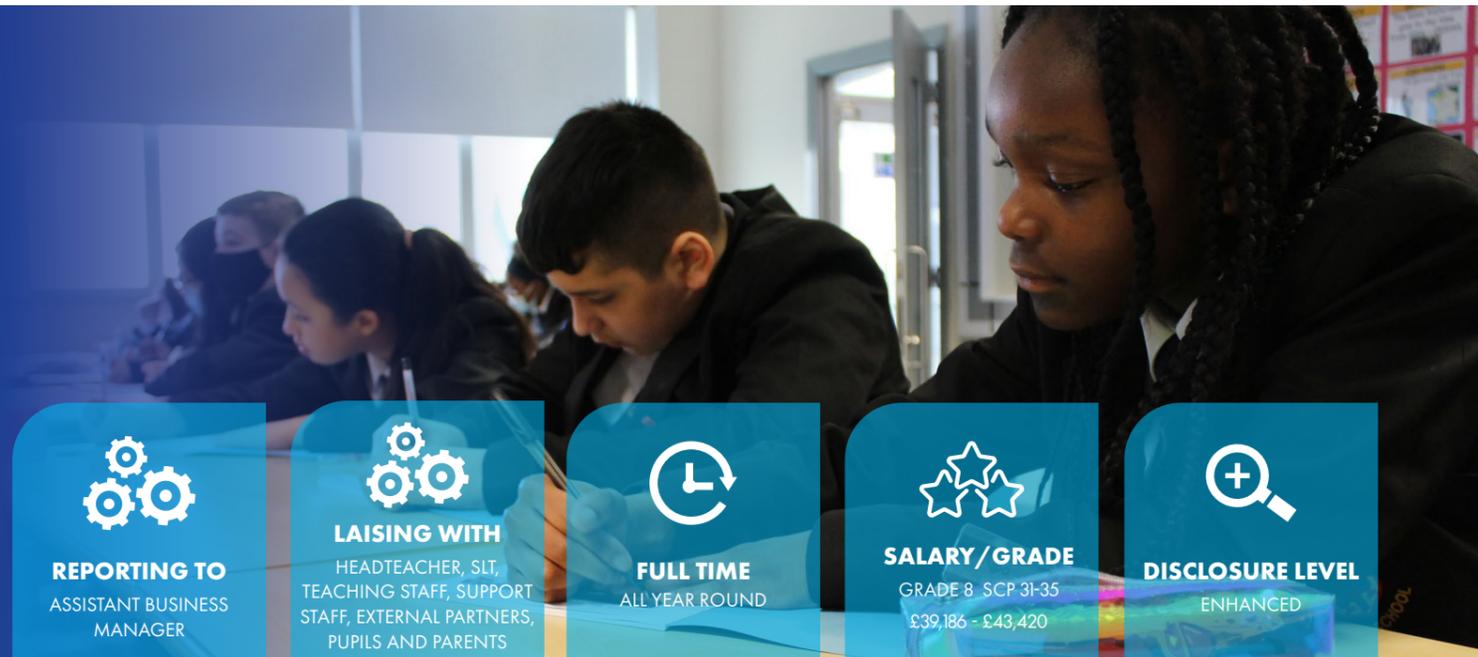
Criteria	Essential	Desirable	Assessment
Capable of delivering and managing IT services	✓		
Willingness to development knowledge of IT systems used in school	✓		
Knowledge and understanding of Hyper V and Window's servers	✓		A/I
Knowledge and understanding of (or equivalent) O365 Administration, Google Admin, Jamf, Apple School Manager, Adobe Creative Cloud		✓	A/I
Knowledge and understanding of network configuration including switching and network security.	✓		A/I
Excellent working knowledge of firewalls, security software and internet technologies	✓		A/I
Knowledge and understanding of programs used for software deployment	✓		A/I
Experience of using helpdesk systems to report issues		✓	A/I
Ability to plan and work successful and accurately to competing priorities and deadlines	✓		A/I
Excellent communication skills with adults and children, including third party providers	✓		A/I
Up to date knowledge of relevant policy, technical and professional frameworks and of current developments	✓		A/I
Excellent organisational skills	✓		A/I

### C: PERSONAL STYLE AND BEHAVIOUR

Criteria	Essential	Desirable	Assessment
Tact and diplomacy in all interpersonal relationships with the students, parents and colleagues	✓		I
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	✓		A/I
The flexibility to adapt to changing workload demands and new school challenges.	✓		A/I
A personal commitment to ensure that services are equally accessible and appropriate to meet the needs of the service users.	✓		A/I
A personal commitment to continuous self-development	✓		A/I
Be willing to consent to, and apply for, an enhanced disclosure and barring service check	✓		A

# JOB DESCRIPTION

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 Catholic church and the Diocesan trust deed.



 <p><b>REPORTING TO</b> ASSISTANT BUSINESS MANAGER</p>	 <p><b>LAISING WITH</b> HEADTEACHER, SLT, TEACHING STAFF, SUPPORT STAFF, EXTERNAL PARTNERS, PUPILS AND PARENTS</p>	 <p><b>FULL TIME</b> ALL YEAR ROUND</p>	 <p><b>SALARY/GRADE</b> GRADE 8 SCP 31-35 £39,186 - £43,420</p>	 <p><b>DISCLOSURE LEVEL</b> ENHANCED</p>
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## OPERATIONAL/STRATEGIC PLANNING:

- Responsibility for management, installation, maintenance, availability and security of the school's network, hardware and software.
- Management of the ICT services team.
- To assist with the self-evaluation and improvement planning process for ICT services, preparing an annual report to governors and a rigorously evidence-based improvement plan.
- To work closely with the SLT and faculty leaders to ensure that their ICT needs are understood and to demonstrate and develop the potential of ICT in all academic and support areas.
- To be responsible for the design and implementation of changes to the school's ICT software and hardware if needed.
- To be responsible for the network infrastructure, including monitoring network performance and to install, maintain and upgrade hardware and software and servers.

- To create and manage all network user accounts (including remote access), ensuring access rights and audit as required.
- To develop, communicate and implement a plan for recovery and programme of regular maintenance tasks to minimise the impact on the ICT service of a serious disaster, including the school's back up and virus protection policies.
- To further develop and implement policies, procedures and standards for the use of ICT, including e-safety, health & safety, asset disposal, receiving and testing ICT equipment, data protection, internal use, email security and ICT resource management and monitor adherence to the policies and standards.
- To ensure the school meets all legislative requirements, including cyber essentials.
- To lead, monitor and develop the school's ICT team, obtaining commitment to the delivery of all agreed objectives. To actively support the personal development of each member of the ICT team through rigorous performance management, in line with the school policy.
- In liaison with the Assistant School Business Manager, to be responsible for the procurement of all ICT related goods and services and the effective management of ICT budget to achieve best value for the school.
- To attend key events such as, Open Evening and Parents Evenings, and other events as may be required.
- To be available outside of normal working hours to provide support and advice to the Headteacher in the event of a major IT problem occurring.
- To prioritise and organise own workload to meet conflicting deadlines in consultation with the operational needs of the school.

## OTHER SPECIFIC DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To work within and promote the school's corporate policies.
- To continue personal development as agreed and to attend staff training as required.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake other duties commensurate with the grade as directed by the Headteacher.

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

## SUPPORT FOR TEACHERS:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.



# APPLYING FOR THIS POSITION



# ONE COMMUNITY



## Equality Commitment

- Our Lady's RC High School is committed to promoting a diverse and inclusive community and ensuring equality of opportunity. We welcome and encourage applications from everyone, including groups currently underrepresented in our workforce. For more information on how we champion and celebrate diversity and equality please visit our website: [www.olhs-manchester.org.uk/equality-diversity/](http://www.olhs-manchester.org.uk/equality-diversity/)

## Further information

Prospective candidates are welcome to contact school for any further information about the role or to arrange to visit and witness our vibrant community.

Please telephone Sally Royle (Business Support Officer) on 0161 507 9670 or email [s.royle@olsc.manchester.sch.uk](mailto:s.royle@olsc.manchester.sch.uk)

Application packs are available online at [www.olhs-manchester.org.uk/vacancies/](http://www.olhs-manchester.org.uk/vacancies/)

On behalf of our students, thank you for your interest in our school.

## Recruitment & Verification Checking

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. Teachers must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

## Applying for this Position

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

Please complete an application form and send to [vacancies@olsc.manchester.sch.uk](mailto:vacancies@olsc.manchester.sch.uk)



'Students behave well and move purposefully around the school. They treat each other with respect regardless of race, gender or culture.'

OFSTED 2021



'I like how kind and helpful the teachers are. They are very supportive in your needs.'

STUDENT VOICE

'Teachers expect students to do their best. Students work diligently to meet the high expectations that teachers have for their learning.'

OFSTED 2021



'Students value their learning and attendance is high. They show respect for each other's views and opinions.'

OFSTED 2021



'School is always interesting and no day is ever the same here at Our Lady's.'

STUDENT VOICE

'Staff place students at the heart of everything that they do.'

OFSTED 2021



'The lessons are always engaging and staff are extremely supportive.'

OFSTED 2021



'Our Lady's is a truly welcoming and supportive school that I am proud to be a part of.'

OFSTED 2021



**Applications must be submitted by 9:00am on Monday 1st July 2024**



**'Leaders in the school  
have created a faith filled  
community that is fully  
inclusive, welcoming and  
ambitious for all, where  
staff are strong role models  
for students.'**

**CATHOLIC SCHOOLS INSPECTION 2023**



**OUR LADY'S RC HIGH SCHOOL  
ALWORTH ROAD  
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M9 0RP  
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