



ST GREGORY'S CATHOLIC SCIENCE COLLEGE

CANDIDATE INFORMATION PACK

Role: Network Manager

Pay Scale: Circa £40,000 per annum (full time role)

Closing Date: 12 noon on Tuesday 6th May 2025

Start Date: As soon as possible

We reserve the right to close this vacancy at any time so early applications are encouraged.



A Welcome from the Headteacher

Thank you for your interest in a role at St Gregory's Catholic Science College, part of the All Saints' Trust.

Every St Gregory's student is treated as an individual and we have the highest expectations for them. Our mission statement is "Pro Deo, For God the Best and the Greatest" and our hardworking and committed staff ensure that pupils develop in their faith, increase their knowledge, skills, confidence and resilience so that, when they leave us, they have the very best life chances.

I believe that St Gregory's is a very special to work, with a collaborative and supportive culture. This view has been endorsed by Ofsted who have confirmed that St Gregory's remains outstanding (March 2025). Every department works hard towards delivering their objectives but middle leaders will always make time to support colleagues, share skills and knowledge and the whole school comes together for major events.

I look forward to welcoming you to our school community.

Mrs Madeleine Moran

Headteacher

Why Work At St Gregory's?

- 30 days annual leave, plus bank holidays
- Regular social events
- Access to Educational Support
- A long weekend in November
- Excellent CPD opportunities
- Visible SLT in a Lead Behaviour Hub school

JOB DESCRIPTION

Job Title: Network Manager

Line Manager: Assistant Headteacher

Salary: Circa £40,000 (full time role)

Key Responsibilities:

We are seeking to appoint a dedicated, forward-thinking and hardworking Network Manager to join our IT support team in providing day to day maintenance of various hardware/software applications within the school, supporting the digital lead and business manager with implementing the IT strategy. You will be able to work independently and manage the other members of the IT team.

You will also manage our SIMS information system and oversee the maintenance and running of our servers and our website. We will listen to your proposals to further develop and improve our IT processes.

You will have previous experience, preferably in a school and have a qualification in an IT related area. We believe in flexible working.

This role is ideal for someone who has the ambition and drive to assist the school in the fast moving world of education.



PERSON SPECIFICATION

- Minimum education to Level 3 or equivalent (e.g. A-levels, BTEC National Certificate) in an IT-related discipline although a Degree in Computer Science or a related field is desirable
- Experience working within a school or education setting
- Familiarity with education-specific platforms (e.g. SIMS)
- Knowledge of structured cabling installation and network socket configuration
- Familiarity with telephone systems
- Experience of CMS/website management
- Experience of cyber-security and the GDPR legislation
- Excellent communication and interpersonal skills
- Ability to prioritise time effectively and to plan ahead
- A willingness to take on responsibilities within the department
- The ability to work collaboratively

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not be identified above. Employees are expected to comply with any reasonable request from their Line Manager, a member of SLT or the Headteacher to undertake work of a similar level that is not included within this job description. It is understood that areas of responsibility are also subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

How to Apply

Thank you for your interest in working with us at St Gregory's. We encourage you to apply as soon as possible as we reserve the right to interview applicants prior to the advertised closing date. Please note that we only accept applications submitted on our application form (CVs are not accepted). We look forward to receiving your application; our support staff application forms can be found [here](#) or email the Headteacher's PA, Ms Catherine Meah, on cmeah2.304@lgflmail.org for the application pack. Interested candidates who wish to visit the school are invited to book appointments via Ms Meah.

Safeguarding Notice

Effective safeguarding, data protection and promoting the welfare of pupils is our utmost priority. Shortlisted candidates will be subject to online searches in line with the latest Keeping Children Safe in Education guidance. References will be sought and the successful candidate will be required to undertake an enhanced DBS check. A respect for the Catholic ethos of the school is essential.