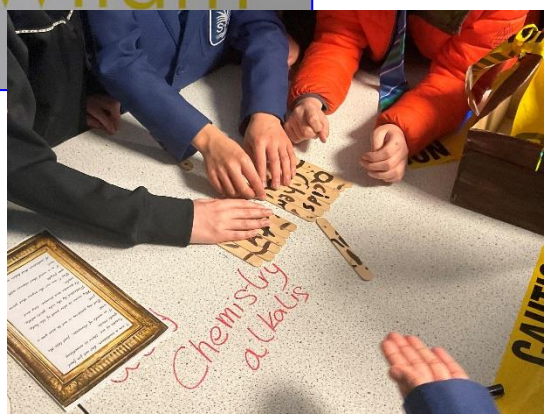
ST THOMAS MORE
CATHOLIC HIGH SCHOOL



Recruitment Pack for the Position of:
NETWORK MANAGER

Welcome to St Thomas More Catholic High School

Thank for taking time to consider the role here at St Thomas More Catholic High School. The role is a vitally important one in our school and will impact directly on our continued success and future development.

Our school is recognised as one of the very best schools in Cheshire and nationally as our Progress 8 score has been the best in Cheshire East in 2016 and 2017 and in the top 5 in 2018. Our OFSTED inspections of September 2007, April 2012 and January 2016, together with our pupils' examination results at Key Stage 4 establish our wider reputation as a school with excellent results and pupil progress. The Diocese of Shrewsbury graded the school outstanding in February 2017

I hope that in finding out more about the school and its secure basis on Gospel Values you will feel motivated to apply for the post of Maths Teacher. I would encourage you to visit the school and meet our exceptional pupils. Please do not hesitate to contact the school if you have specific questions. However do look at our website if you would like more information about our school.

Your application form and covering letter, including referees should be returned by the advertised closing date.

The application form and covering letter can be emailed to:
mrs.mcglone@st-thomasmore.cheshire.sch.uk

Kind regards

Mrs Katherine Packham
Headteacher

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St Thomas More Catholic High School
Keeping Faith in Education

St Thomas More Catholic High School is a high performing, oversubscribed, 11-16 school in the South Cheshire Catholic Multi Academy Trust in the Diocese of Shrewsbury which was once again rated Good by Ofsted in 2016. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic school.

We have a well-deserved reputation for academic excellence balanced by outstanding pastoral care and support which allows our pupils to flourish and develop as rounded individuals.

During 2016-17 we will continue to focus relentlessly on the quality of teaching leading to excellent results for pupils, very high expectations of behaviour to create a calm and happy school, a strong good pastoral system to care for pupils and their needs, and a range of enrichment activities to engage and motivate pupils to contribute to their wider education to ensure that St Thomas More Catholic High School provides an outstanding education for all pupils.

Every school in the country with high ambitions for its young people would probably say the same, but we have a distinctive foundation or inspiration for our pursuit of excellence: our Catholic Christian values, based on the Gospel of Jesus Christ, which regards every person as a unique creation of God with an 'original gift' to offer the world. Our aim is to help pupils to discover the person they are called to be.

In the day to day life of the school, Gospel and British values are evident in the culture of respect and the strong 'family' atmosphere which all our visitors comment on and our staff and pupils value highly. Our values and common purpose has enabled us to create a thriving community who experience a full and balanced education which prepares them to live a fulfilling life and able to grasp all job, career, high education and leisure opportunities which the world offers.

What is special about a Catholic School?

- Form prayers each day
- Assemblies
- Retreats
- Liturgical events
- Faith in Action
- Equality and Respect of all
- Relationship and Sex Education
- Links with Global Schools
- Caring ethos
- Inclusion for all
- Wellbeing Days
- Curriculum Core RE
- Supporting the Church Catechetical Programmes
- Chaplaincy Team

KEY FACTS

LOCATION:	Crewe, Cheshire
DENOMINATION:	Roman Catholic
DIOCESE:	Shrewsbury
AGE RANGE:	11 - 16
NO OF PUPILS:	669
NUMBER OF STAFF:	79
% OF PUPILS ON FREE SCHOOL MEALS:	18.26%

Crewe is an established town in Cheshire with a population of approximately 84,000. Crewe is known for its large railway junction and its history of manufacturing and overhauling locomotives. Crewe was also the home of Rolls-Royce Motors from 1946 until 2002. The Pyms Lane factory now produces Bentley Motor Cars exclusively.

St Thomas More Catholic High School is located within the parish of St Mary's the Immaculate, Crewe, under the Diocese of Shrewsbury. We work closely with our partner feeder primary schools, St Mary's Catholic Primary School, Crewe; St Anne's Catholic Primary School, Nantwich and St Gabriel's Catholic High School, Alsager. With a PAN of 128 and approximately 650 pupils on roll the school is increasingly oversubscribed.

NIHIL SINE CHRISTO
DIOCESE OF SHREWSBURY

St Thomas More Catholic High School has an excellent reputation within the Catholic and local community. We are a successful and popular school. Examination results and Levels of Progress are above local and national averages across Key Stage 3 and 4.
Please read our latest Ofsted Report to find out more:

https://files.ofsted.gov.uk/v1/file/50151054

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Welcome from the Admin Department

The admin team supports all non-teaching functions of St Thomas More and the Multi Academy Trust including finance, HR, ICT, administration, reception, reprographics, exams, pupil data and assessment. The admin team handles most of the face-to-face contact with parents, so it is important that we represent the friendly, welcoming ethos of STM to everyone we interact with.

Whilst respecting each other's unique job roles, we have good relationships with our colleagues so are willing and able to support each other when needed. We also work closely with the site team to provide a dedicated service to pupils, parents, staff, governors and visitors.

The admin team currently consists of 8 full-time and 1 part-time staff, led by the School Business Manager and we are fortunate to have a long-standing committed members of staff who have a great deal of experience. The majority of the team is based in offices near each other, with the exception of ICT and Reprographics who are based in the Science Department.

All support staff are invited to participate in whole school events and celebrations alongside the teaching staff. All staff receive performance management and training and can make use of a comprehensive employee assistance package.

The admin team sits very much at the heart of the school and has good relationships with all staff. We play a pivotal role in ensuring the school runs smoothly and are often able to resolve issues quickly and efficiently. Although our job roles can be challenging at times, the team offers friendly and professional support and the school is a welcoming and stimulating environment in which to work.

Job Description: Network Manager

Reports to: School Business Manager

Key purpose of the job
Responsible for the management, installation, maintenance, availability and security of the curriculum and administrative ICT network, including the hardware and software infrastructure. To take an active role in our ICT provision for the multi-academy trust.

Responsibilities:

Objectives:
- To ensure that the integrity of the ICT infrastructure is maintained.
- To ensure the smooth running of the ICT Support Service.
- To support the delivery of ICT across the curriculum.
- To advise staff on emerging technologies as appropriate.
- To contribute to the vision of the ICT development.

Duties and Responsibilities
- Management of the network and telecommunications infrastructure, servers, workstations and software.
- To ensure that client's ICT Support requests are dealt with effectively.
- Management and delivery of the ICT budget.
- Identify, plan and cost future development and upgrades to the ICT infrastructure.
- Design and development of ICT-based administrative processes and procedures.
- Leading the use of the ICT Network for BMS, security, AV, telecommunications.

Specific Responsibilities include:
- Line manage the ICT Support Staff.
- Management of the curriculum and administration networks including Management Information Systems (MIS).
- Ensure that the system architecture and process notes are current and up to date.
- Identify, plan and cost all future developments and upgrades of the ICT infrastructure.
- Liaise with appropriate suppliers re: purchasing requirement and Licensing.
- Manage MIS applications and user accounts.
- Ensure data protection applications are current and within the requirements of the Act.
- Responsibility for back-up systems and disaster contingencies as they affect the administration and curriculum networks.
- Advise the Senior Leadership Team on emerging technologies as appropriate.
- Advise the Senior Leadership Team on the implementation of ICT policies and procedures.
- Play a key role in developing the schools long term ICT strategy in conjunction with the schools senior leadership team.
- Provide in-house training as appropriate to Staff.
- Arrange for the most cost-effective method of repair of hardware faults.
- Liaison with appropriate outside agencies.
- Manage the installation of all new computer hardware including wireless, fibre optic, networks and external projects, as required.
- Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all curriculum areas.
- Arrange annual inspection and safety testing of computer equipment.

- Manage the day-to-day maintenance of the school's computer systems, including but not limited to:
  - Network user database and password allocations
  - Management of internet filters
  - Management of ICT hardware
  - Management and administration of support helpdesk
- Responsibility for all planned ICT works and liaise with works and to liaise with external contractors.
- Manage appropriate technical support to curriculum and administration networks.
- Assist staff with ICT related problems.
- Responsibility for maintaining the school's computer inventory, insurance list and computer audit.
- Support as required with the management of Trust websites and social media platforms.
- Administration of the email system.
- Ensure that all ICT requests entered to the Helpdesk management system are processed in a timely manner and staff kept up to date with progress.
- Creation of ICT Support Manuals to assist staff in the basic elements of ICT.
- Ensure all quotations offer best value to the school.
- Liaise with appropriate staff on new ICT projects.
- Advise staff in the best use of ICT for the required project.
- Project manage all school ICT installations.
- Liaise with contractors in conjunction with the Site Leader (where appropriate) for new-build or refurbishment projects.
- Create, develop and maintain the school internet and intranet sites.
- Respond to specified requests from the School Leadership Team for the design and development of administrative processes and/or procedures.
- Manage remote access for staff.
- Management of peripheral equipment such as scanners, printers, projectors etc.

Additional duties:

- To play a full part in the life of the School, to support its aims and ethos and to encourage pupils to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher/SLT.
- Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Business Manager/Headteacher/ Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification : Network Manager

Skills and Abilities:

ESSENTIAL:

- To follow the school's safeguarding guidelines.
- High personal and professional standards
- Excellent personal organisation skills.
- Ability to work accurately and methodically, with strict attention to detail.
- Confidence, tenacity and ability to adhere to deadlines and respond to unplanned situations.
- Ability to work on own initiative.
- Excellent interpersonal skills – able to communicate and liaise with a range of people and a team player attitude.
- Excellent communication skills both verbal and written
- Resilience and patience to deal with occasional difficult situations and behaviours.
- Proven creative problem solving skills.
- Able to maintain absolute confidentiality and integrity.
- Excellent attendance and punctuality

Knowledge / Qualifications

ESSENTIAL:

- An education standard equating to GCSE grade C in English and Mathematics.
- Further or higher education qualifications relevant to IT.
- Significant working knowledge of a range of ICT software, hardware and other resources.
- Thorough understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals
- High level experience of working with Windows Server 2016-19, Win 10, Microsoft AD, IIS, DHCP, DNS, WSUS, GPO, TCP/IP, VLans, Office 2016/365, Hyper-V and SCCM.
- Ability to improve own practice/knowledge throughs elf-evaluation and learning opportunities.
- Knowledge of Health and Safety legislation.
- A good understanding of GDPR principles.

DESIRABLE:

- Experience of school systems and procedures.

Experience:

ESSENTIAL:

- Evidence of successfully managing or supporting the management of ICT network/s, hardware and software functions in order to support the day to day operation of a network.
- Experience of managing change and implementing new systems/procedures/controls.
- Experience of managing and monitoring a budget and providing required reports.

DESIRABLE:

- Experience of working in a school environment.
- Experience in the line management of staff

Other Requirements:

ESSENTIAL:

- A commitment to making a positive contribution to the education of young people.
- Commitment to excellence and desire for continual improvement.
- A good sense of humour and a willingness to work co-operatively as part of a team.
- Ability to work in an environment with frequent interruptions.
- To support the ethos of the school at all times.

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ENHANCED DISCLOSURE

Thank you for interest in St Thomas More Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.