



Hartford Church of England
High School
**STRATEGIC ICT MANAGER
APPLICANT PACK**
July 2024





Introduction

We are delighted to welcome applications for the role of Strategic IT Manager at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. The departments of administration, data, exams, finance and IT work in close collaboration to ensure the smooth running of our school. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

The Strategic IT Manager will be a central figure in the school's Operations Leadership Team who work in collaboration to ensure the effective running of the school. The role of Strategic IT Manager is pivotal in providing up-to-date information to this team on the latest developments in the use of IT in the education sector and, through working alongside other senior colleagues, will be able to plan and develop IT provision in the school moving forward. This is an exciting opportunity for any colleague with a passion for IT, to work with others in a supportive team and make a significant difference at Hartford Church of England High School for the benefit of students and staff.

Our HART values of Happy, Achieving, Ready, Together, based on a Christian foundation of Love (caritas) and Truth (veritas), epitomise what we expect from all our students and staff, but equally what we want to provide for them. In terms of staff, we want our staff to be happy, achieving greatness together, being prepared to support one another and ready for whatever the future holds, whilst importantly, working effectively together. All of this being based on core values of caring for one another, honesty and humility.

If you believe that you have the skills and attributes to be a Strategic IT Manager at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role, speak to the Headteacher or visit the school, please contact us by email head@hartfordhigh.co.uk or telephone 01606786000.

We look forward to hearing from you and welcoming you to our school!

Rachel Pickerill
Headteacher



Further Details

Strategic IT Manager (AAAE5057) - Permanent

37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri), 52 Weeks per year.

26 Days Holiday plus Bank Holidays

Grade 8 SCP 23 – SCP 28 £32,076 - £36,648 per annum

Closing Date: 9:00am Monday 15th July 2024

Interviews: will take place before the end of term on 19th July 2024

Start Date: 1st September 2024

Applications are only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk

Job Description

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Strategic IT Manager here at Hartford Church of England High School in accordance with the job title Strategic ICT Manager AAAE5057 is to:

- 1** Manage the whole school IT infrastructure, including servers, networks and security systems; ensuring the effective delivery of IT across the school and in the curriculum.
- 2** Manage the procurement, installation, maintenance and upgrade of all software applications on the school's network, ensuring that the school is up-to-date with technological developments within the education sector. Be the systems manager for the school administrative system.
- 3** Manage the current IT infrastructure and plan, price, procure and implement future developments, ensuring cyber-security is at the centre of any innovation.
- 4** Manage arrangements for securing the school's data, both curriculum and administration, ensuring that adequate backup and disaster-recovery plans are in place.
- 5** Manage the Network Support Team at the school.
- 6** Plan and deliver IT training for the Network Support Team, teaching and associate staff, working in close collaboration with the school's Director of Operations.
- 7** Manage the school's telecommunications network and audio/visual provisions, ensuring that curriculum and administrative needs are met.
- 8** Promote the effective use of IT systems and equipment across the school community, both educationally and administratively. Providing a customer-friendly troubleshooting service to all staff and students.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.



HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Strategic ICT Manager` (Secondary School)	JOB REF NO	AAAE5057
------------------	--	-------------------	-----------------

BASIC JOB PURPOSE

To lead the Network Support Team in the management, provision, implementation and administration of the school ICT network(s); to maximise efficiency and effectiveness. This job holder will work in a school that has no external contract for IT.

(Network Support services also may be provided to “feeder” Primary Schools in the area).

NO	MAIN RESPONSIBILITIES
1	Manage the whole school ICT network(s), both curriculum and administration systems, to ensure that the educational and business needs of the school are met.
2	Manage the procurement and installation of all software on the school's network(s), and act as systems manager for the school administrative system.
3	Manage the current ICT infrastructure and plan, price, procure and implement future developments.
4	Manage arrangements for securing the school's data, both curriculum and administration; to ensure that adequate backup and disaster-recovery plans are in place.
5	Manage the Network Support Team at the school.
6	Undertake ICT training for Network Support Team, teaching and support staff, in liaison with the Business Manager; including both the planning and delivery of such training.
7	Manage the school's telecommunications network and audio/visual provisions, ensuring that curriculum and administrative needs are met.
8	Where appropriate, manage the provision of ICT support to “feeder” Primary Schools, ensuring that the terms of the Service Level Agreements with those schools are met.
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 Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE IN
Knowledge	<ul style="list-style-type: none"> • Good understanding of the marketplace concerning the provision of equipment and services to schools. • Knowledge and practical experience of purchasing regulations. • Understanding of the school environment and constraints. • In-depth knowledge of: <ul style="list-style-type: none"> ▪ Network topologies and hardware ▪ Server applications ▪ User access management ▪ Trouble shooting procedures ▪ Disaster planning and recovery ▪ Software licensing ▪ PC hardware ▪ Telecommunications Network ▪ Audio/visual 	<ul style="list-style-type: none"> • Experience of having worked with Arbor 	Interview References Applications
Skills	<ul style="list-style-type: none"> • Customer focus. • Negotiating skills. • Ability to work within set time constraints. • Ability to lead and motivate staff. • Organisational and liaison skills. • Willingness to deliver training. 	<ul style="list-style-type: none"> • Ability to use Appraisal to improve staff efficiency and productivity • Experience in managing budgets 	At interview
Attitude	<ul style="list-style-type: none"> • Willingness to work in an environment supporting a strong Christian ethos • Enjoyment of working with people and making a difference in their lives • Ability to work as a member of a team • Flexibility • Sense of humour • Confidence to line manage others 		Letter of application References

	<ul style="list-style-type: none"> • Interest in education and the development of young people 		
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications. Sound experience in customer, procurement and project support services supporting a multi-discipline office/school environment. 	<ul style="list-style-type: none"> • Formal qualifications (Microsoft Certified Professional qualification in Network Deployment and Management + MS Exchange Server). 	Certificates
Experience	<ul style="list-style-type: none"> • Experience in managing and directing the activities required to deliver an ICT service in a school. • Experience in procurement and in negotiating with ICT service suppliers to develop value for money contracts. • Broad knowledge of school/office equipment and services, and of their appropriateness to an Education environment. • Demonstrable experience in sourcing and evaluating products to meet the business needs of customers. 	<ul style="list-style-type: none"> • Practical application of web design and maintenance 	Application form