



# ST JAMES'

CATHOLIC HIGH SCHOOL



# Network Manager

Candidate Information | February 2025



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2024, **77% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **59% achieving a Grade 5 or above in both English & Mathematics**
- **87 grade 9s and 128 grade 8s were awarded to our students in 2024**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students.

Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers,  
PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

**Anthony Pontifex**  
Headteacher



Governors seek the following appointment

## Network Manager, Full time, Permanent. 37 hours per week, All Year Round NJC SO2 Scale 26-31 - £36, 124 - £40,476

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022, with "Outstanding" Outcomes for Pupils.

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Network Manager

**Closing Date: Monday 3<sup>rd</sup> March 2025, 12 noon**

**Interviews: TBC**

Please note a current CES application form (Support Staff) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service





Job Description | Responsible to: Network Manager

# Network Manager

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Main responsibilities of the post

- Manage the school's ICT infrastructure, including servers, networks and security systems
- Ensure the delivery of IT across the school and in the curriculum.
- Manage the school's ICT helpdesk and troubleshooting services.
- Maintain and upgrade software applications, keeping up-to-date with technological developments within the Education sector.
- Promote the effective use of ICT systems and equipment across the school, both educationally and administratively.
- Deliver a customer friendly service to all staff and pupils.

## Organisation

- Take overall responsibility for the running, organising and development of the ICT support department.
- Ensure the development and maintenance of all networked services, e.g computing, telephones, entry systems and photocopiers.
- Provide day-to-day support of file servers, networking equipment, printing and system back-up devices and storage systems.
- Oversee network administration, including setting up of new staff and pupils, controlling access rights and file space allocation.
- Manage the installation, distribution and upgrading of application software on the school's networks.
- Maintain a high level of security of school networks, including fire walls, anti-virus software, access control systems and data back-up.
- Monitor and review the effectiveness and efficiency of ICT systems and equipment, making recommendations for improvements as required.
- Develop plans to meet future ICT needs of the school and provide technical assistance on the procurement of ICT hardware and software.
- Maintain and where necessary create in-depth technical documentation for all systems and processes

## Management

- Hold regular team meetings with ICT support staff in order to brief them on any developments and address any issues arising.
- Manage the performance of ICT support staff, undertake appraisals and promote their professional development.
- Oversee the recruitment and induction of new staff to the department and identify training needs.

- Maintain effective succession planning structures within the ICT department and assist other ICT support staff to develop additional skills.
- Take ownership of ICT projects and any subsequently resulting service contracts or agreements.
- Manage an in-house school ICT budget for purchases, repairs and consumable costs.
- Ensure compliance with data protection legislation and the UK GDPR.

## Support and communication

- Support the SLT on emerging technologies and on the content and implementation
- of ICT policies and procedures.
- Manage remote access for staff and pupils as required.
- Log and undertake support requests, monitoring performance against agreed
- service levels.
- Provide technical website support and assist ongoing website developments and
- projects.
- Support external visitors and guests with ICT implementations and presentations.
- Liaise with appropriate external agencies and build and maintain good relations.
- Arrange for the repair of hardware faults with external agencies as required.

## Additional duties

- Observe the school's health and safety procedures and work safely at all times.
- Adhere to the school's child protection and safeguarding policies and promote the welfare of all pupils.
- Carry out routine and complex administration tasks commensurate with the role.
- Provide relevant advice and guidance to staff, pupils and parents where necessary.
- Provide in-house training as appropriate to staff.
- Maintain an ongoing awareness of relevant developments in IT and the Education sector.
- Undertake all mandatory training on an annual basis. Participate in induction training, staff review processes and CPD opportunities.
- Support at school events with audio-visual requirements.
- Undertake other professional duties that may be reasonably assigned by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description. The successful candidate will be willing to undertake the level of DBS check required for this role. They will also be able to provide at least two references.



# Network Manager

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
Degree level qualification in a relevant area or 5 years+ proven experience, preferably in an educational environment.	✓		✓	
Relevant CompTIA+ or Microsoft certifications.	✓		✓	
Evidence of CPD		✓	✓	
<b>Experience</b>				
Experience of working in the Education sector in an ICT support role.		✓	✓	
Experience of managing a team.		✓		
Significant demonstrable experience in a user-facing ICT role.	✓		✓	✓
Experience using Google Workspace, Microsoft Operating Systems and office packages including Office 365 or equivalent cloud-based platforms, school MIS systems, databases and web technologies.	✓		✓	✓
Experience of managing ICT networks, hardware and software.	✓		✓	
Experience with server administration.	✓		✓	
Familiarity with educational software and applications.		✓	✓	
Experience of managing change, implementing new systems, procedures and controls.	✓		✓	
Experience of managing an ICT helpdesk, troubleshooting and networking.	✓		✓	
Experience of budget management.	✓		✓	
Excellent customer service skills and ability to work within strict deadlines.	✓		✓	✓
Ability to work without close supervision and to take ownership of service delivery.	✓		✓	✓
<b>Professional Knowledge</b>				
Knowledge of virtualization technologies, e.g. Hyper-V and VMWare.	✓		✓	✓
Knowledge of a wide range of software used in the Education sector.	✓		✓	
Knowledge of data protection requirements and ICT licensing requirements.	✓		✓	✓
Appreciation of the need to respect and maintain confidentiality.	✓		✓	✓
Analytical mindset and ability to collate, interpret and present data.	✓			✓
Understanding of child protection and safeguarding issues.		✓		✓
<b>Personal skills and qualities</b>				
An effective communicator both verbally and in writing.	✓		✓	✓
Personable, able to understand and empathise with non-technical users.	✓		✓	✓
Committed to the highest standards of child protection and safeguarding.	✓		✓	✓
Proactive and enthusiastic in solving problems.	✓		✓	✓
Highly organised and adept at handling multiple tasks and prioritising under pressure.	✓		✓	✓
Open to working flexibly as circumstances require.	✓		✓	✓

# Contact

**Kirsty Bowers**

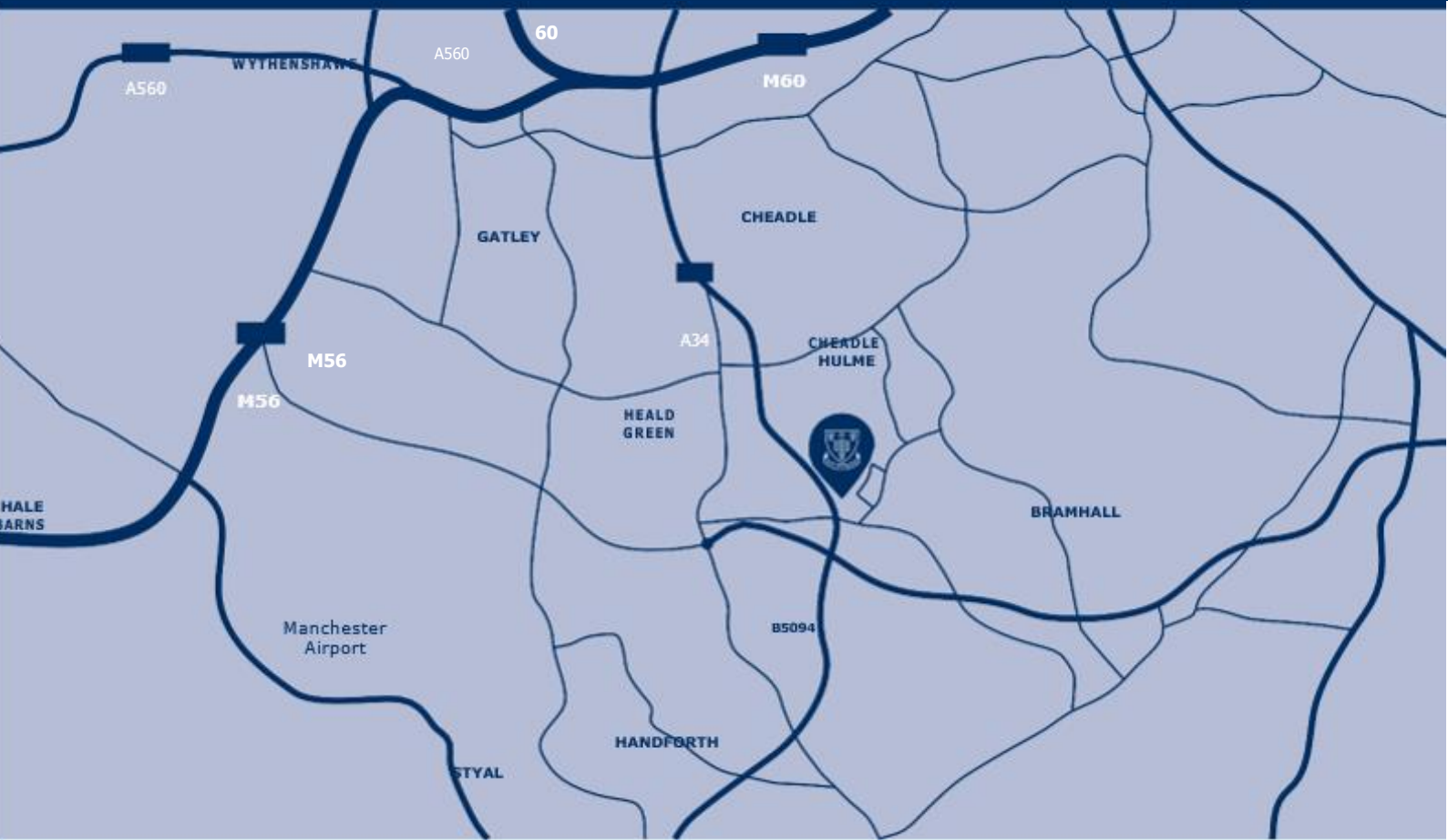
PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)

St James' Catholic High  
School St James' Way  
Cheadle  
Hulme  
Cheadle  
Cheshire  
SK8 6PZ



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CATHOLIC HIGH SCHOOL

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Matthew 19:26