



# Recruitment Pack

## IT Network Manager

*I am delighted that you are considering applying to work at Sandbach School. Hopefully, this document will give you an insight into the school, our values and what it's like to work here.*



We are looking to recruit staff with a philosophical commitment to outstanding comprehensive education both inside and outside of the classroom.

It is our belief that progress in all aspects of learning is affected by the quality of relationships forged within the school community. We recognise the entitlement of all pupils to a high quality and equality of experience, provision, care and support. To that end we endeavour to marry all that we see as best in education development with all that is desirable from the traditions of our past.

The core values of Sandbach School are those embodied in the School's motto and crest displayed on all uniform badges and school documentation. Such values are known, understood and should be practised by all members of the Sandbach School Community.

The Latin motto broadly translates as **"As you sow, so shall you reap"** or the more you put into school life, the more you will get out of it.



**UT  
SEVERIS  
SEGES**



Our values can be summed up as:

- Commitment to excellence in all aspects of school life – “working hard and playing hard”.
- Respect for self and others, combined with a responsibility and caring for all members of the school and its wider community.
- Integrity, honesty and open-ness in how every member of the school community operates.
- Encouragement of all to be creative, innovative and able to take initiative in order to develop every individual beyond their perceived potential.

# OUR SCHOOL



Sandbach School is a mix of traditional and new buildings set in 30 acres in the heart of the town of Sandbach. We are fortunate to benefit from wonderful resources in a beautiful setting which few schools can rival!

The historic town of Sandbach is itself a desirable place to live benefitting from good transport links, excellent housing and amenities

Our catchment covers Sandbach itself, but also encapsulates many other areas in Cheshire East, catering for parents who chose the single sex education that we offer.

***“WONDERFUL  
RESOURCES IN A  
BEAUTIFUL  
SETTING”***

Our intake is truly comprehensive, covering the full spread of ability and social profile. Whatever the student’s background or level of need, we to seek to develop their talents and aspirations. Student feedback is overwhelmingly positive.



# WORKING FOR US

***“STAFF ARE INCREDIBLY SUPPORTIVE”***

At Sandbach School, we believe strong relationships are key to a happy and thriving school and this extends to staff relationships too. We do all we can to minimise the additional burden and bureaucracy placed upon staff to enable them to concentrate on doing the important things. Staff are incredibly supportive of each other, which makes the school a very happy place to work.

Staff well-being is given the highest priority. There is an active staff forum that work with school leaders to ensure all voices are heard and supported. We all work hard to effect the high standards that we have for our students, but in doing so, we recognise that we need our teachers to be happy and healthy! If we can support with staff attending family occasions, like sports day at their child's school, then we will.

The extra opportunities, that are so much a feature of life at Sandbach, are generously supported by our wonderful staff. They give of their time freely and in return we support them through the ups and downs of a school year.

***“ALL VOICES ARE HEARD AND SUPPORTED”***



# STAFF WELLBEING

*Sandbach School  
Committed to Staff Welfare*

Sandbach School take the wellbeing of all staff very seriously. The charter below takes into account all the measures we have in place to assist staff to carry out their professional duties.

Our staff are supportive of each other and work hard as a team.



Team Ethos- collaborative approaches sought throughout

A dedicated staff forum which meets every half term



Flexible and generous approach to appointments and family events

A streamlined approach to data harvesting and reporting to parents



Input from staff forum into the school calendar

Dedicated leadership time for all leadership roles



Dedicated PPA time which can be taken from home

Well maintained and resourced staff rooms



Measured approach to supportive lesson visits and drop-ins

Access to free counselling service and welfare support for all staff



Dedicated staff wellbeing sessions for all staff on INSET days

A flexible approach to parents evenings, enabling staff to conduct meetings at home or school



Complimentary tea, coffee, sugar and milk in staffrooms. Free toast and fruit available for all at break time

Free access to leisure facilities, including the pool and gym



Complimentary Staff Christmas Dinner and end of year BBQ

SLT open door policy at all times including urgent out of hours



Opportunities for career development actively encouraged and supported

A firm commitment to the DFE Staff Wellbeing Charter



Staff are welcome to have parcels delivered to school reception and use the Franking System for post

A pre-order and delivery service provided by the refectory staff



# PERSON SPECIFICATION

ICT Strategic Network Manager	Essential	Desirable	Assessed A(Application) I (Interview)
<b>Education</b>			
5 GCSE's including Science, Maths and English	✓		A
A Levels or equivalent	✓		A
Relevant Graduate Degree		✓	A
Other Relevant Qualifications		✓	A
<b>Experience</b>			
Experience of working within the Education sector		✓	A
Experience of managing complex IT systems	✓		A/I
Experience of working within a fast paced and demanding environment	✓		A/I
Experience of cloud-based ICT network management	✓		A/I
Management of teams and change projects	✓		A/I
<b>Skills / Attributes</b>			
Effective interpersonal skills, able to relate well to both children and adults	✓		A/I
Ability to work on own initiative	✓		A/I
Able to lead, organise, manage, deploy and motivate others and demonstrate supervisory skills	✓		A/I
Ability to solve problems and design solutions	✓		A/I
Attention to detail	✓		A/I
The ability to explain and present complicated ICT matters in an accessible manner to different audiences	✓		A/I
<b>Personal Qualities</b>			
A willingness to learn	✓		A/I
Co-operative spirit / Can do attitude	✓		A/I
Sense of humour		✓	A/I
Calmness under pressure	✓		A/I
Responsible & conscientious approach to Health & Safety	✓		A/I
Polite & Professional Approach	✓		A/I
Approachable to staff	✓		A/I

# JOB DESCRIPTION



Sandbach School is looking to appoint an enthusiastic and capable ICT Strategic Network Manager.

You will be responsible for working at the heart of the school, collaboratively and proactively working to ensure that the schools ICT network functions efficiently and effectively. In particular, you will be responsible for leading on the transformation of the school's ICT network as the school seeks to transition as many services as possible to the cloud.

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**Responsible to:** Director of Finance & Resources  
**Hours:** 37 Hours per week, Full time  
**Salary:** £33,945 to £39,056 (Subject to qualifications and experience)

## Key Tasks & Responsibilities

- Ensuring that the ICT network and infrastructure are stable, safe, secure and fit for purpose
- Ensuring that teaching and learning is enhanced by the ICT network and infrastructure
- Work with the schools Senior Leadership Team to transform the ICT network and infrastructure
- To line manage other members of the ICT team

## ICT Strategy

- To support on the development of the schools short, medium- and long-term ICT network strategy which will focus upon the transition from on-premise to cloud.
- The strategy will support and complement the development of the school site as part of the School Rebuilding program.

## ICT Budget & Finance

- Responsibility for the schools ICT budget – ensuring that funds are expended according to strategic priorities whilst maintaining value for money.
- Responsibility for key contracts and relationships

## Website & Media

- To manage and ensure that the school website is kept up-to-date
- Work alongside colleagues to ensure that school social media pages are kept up-to-date
- Assist in the production of a variety of media including the filming of events and production of videos and other materials.

## Day-to-Day Network Management

- Oversee the day-to-day operation of the school ICT network ensuring that issues are dealt with in a timely manner and any disruption to teaching and learning is minimised. The schools ICT network includes, but is not limited to:
  - Onsite servers and switches
  - All desktop and laptop computers and peripherals
  - The CCTV system
  - The system of access control doors, gates and other linked devices
  - The VOIP telephone system
  - The cashless catering system
  - The school MIS system (working in co-ordination with the Data & Examinations Manager)
  - All Microsoft accounts and other software deployed on the network
  - Management of email, web filtering, the firewall and all other aspects of network safety & security
    - Ensure that all software is correctly licenced, stored securely and operating as intended.
    - Ensure that all hardware is maintained and asset tagged as appropriate

## Safeguarding

- Responsible for implementation of monitoring systems to maintain the highest standards of web filtering, ensuring that pupil online safety is protected.
- Supporting the effective implementation of fire and lockdown protocols across the school.

## Back-Ups, Disaster Recover & Data Protection

- Ensure that data back-up procedures are sufficient and compliant
- Maintain and test as appropriate the disaster recovery plan
- Support school GDPR compliance
- Process data retention protocols in line with school policy

## Cyber Security

- Maintain compliance with Cyber Essentials and other requirements for cyber security as set out by the Risk Protection Arrangement (RPA)

## Broader Responsibilities

- To participate fully in staff training and development opportunities, including attendance at all staff meetings
- A commitment to continually improve own and teams performance
- To undertake other duties as directed by the Director of Finance & Resources or Headteacher.
- The school has an extensive extra-curricular offer and candidates who are able to contribute proactively to the extra-curricular opportunities afforded to students may be prioritised.

# HOW TO APPLY

Please download and complete our application form from our website and email your completed application to [mhayes@sandbachschool.org](mailto:mhayes@sandbachschool.org) together with a supporting letter of no more than 2 sides of A4 detailing how you fulfil the requirements of the post. In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted.  
(Please note that CVs will not be accepted).

**Closing date for application is: 8.00 a.m. on Friday 8th November 2024**