

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack
ICT Manager
January 2022
(or as soon as possible after)



Richard Hale School

ICT Manager

Start date: January 2022 or as soon as possible after

Thank you for your interest in the post of ICT Manager. The application pack consists of an application form and the following information contained in this document:

- Copy of the advertisement
- Information about the school
- Job Description
- Person Specification

Please note:

- **Closing date**
Closing date for applications is **9.00am on Thursday 11th November, 2021**. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
The application form is included for completion and guidance notes are provided to assist you.
- **References**
Please ensure that you provide email addresses for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR & Office Manager, on 01992 583441 (sho@richardhale.co.uk). For specific enquiries regarding the role, please contact Mr M Botheras, Business Manager (bt@richardhale.co.uk).
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at sho@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

ICT Manager

We are looking to appoint an ICT Manager to lead the School's ICT functions, providing technical support and development along with strategic guidance to ensure that all aspects of the school's ICT are available, fit for purpose and fully support the school's teaching and learning strategy.

The position is for 37 hours per week, 52 weeks per year. The hours are 8.00am - 4.30pm Monday to Friday with 27 days' Annual Leave.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).

The Application Form and further information can be downloaded from the School's website or you may contact Mrs Homan by email, sho@richardhale.co.uk The application form, together with a letter of application of no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan, HR & Office Manager at sho@richardhale.co.uk. Closing date for application is 9am on Thursday 11th November, 2021. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre, and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.

Richard Hale is an 11 - 18-year-old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form. We are heavily oversubscribed.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

As a comprehensive school we take students of all abilities, however the ability of the students on entry is higher than the national average.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room, complete refurbishment of all Science laboratories, and a major programme of roof and window replacements. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and our sports hall is currently being built. We play Rugby games at Hertford Rugby Club, this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football and cricket over the year.

Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful and focused individuals who are able to make a positive contribution to the community and wider world.

We are a Good School as Ofsted confirmed in 2019. The feedback and report reflects the many strengths of the school. The report is available on the website but the following quotes really show what the school is like, "Pupils are proud to tell their friends that they attend the school. Parents typically say, 'My son loves coming to school. We are proud that our son is a Richard Hale pupil,'" and "Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family."

The School curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- Large numbers of students take a modern foreign language and individual sciences at GCSE.
- Our Design and Technology provision includes Engineering, we have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site, expanding to over 30 through the local Federation of secondary schools. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.

At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The School's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.

Much of the school activity is centered on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Job Description: ICT Manager

Job Purpose

To lead the School's ICT functions, providing technical support and development along with strategic guidance to ensure that all aspects of the school's ICT are available, fit for purpose and fully support the school's teaching and learning strategy.

Areas of Responsibility

- Manage and support all aspects of the school's server, network, telephone, reprographics, CCTV and desktop infrastructure and to develop them to ensure they remain fit for purpose.
- Install and maintain ICT infrastructure, cabling and AV equipment.
- Work with and advise the Senior Leadership Team and Governing Body to develop the school's ICT strategy to ensure that the school remains at the forefront of the use of technology to support and enhance teaching and learning.
- Line management of the Assistant ICT Manager.
- Be responsible for responding to out of hours ICT emergencies to restore service as soon as possible.
- Develop a robust Business Continuity and Disaster Recovery plan, ensuring a resilient approach and on-going back-up of the School's systems and data.
- To support senior staff to ensure that safeguarding policies are being adhered to and that the school is GDPR compliant.
- Ensure all redundant equipment is disposed of in line with WEEE and Data Protection regulations.
- Maintain an up to date register of the School's ICT assets along with accurate network and system documentation.
- Manage parental support enquiries.
- Support in the management and maintenance of the school website.
- Ensure the School has the correct software licences in place and that the licence terms are complied with.
- Manage the ICT Support budget and procurement process.
- Any other duties that may be reasonably expected to ensure the effective and efficient operation of the School's ICT Services and technologies.

Supervision

The post holder will work with minimum direct supervision and should prioritise work according to appropriate deadlines, referring to the line manager in the event of conflicts.

Contacts

Maintain good relationships with all contacts including:

- All Staff including Governors
- Students
- Parents
- Contractors and third party providers

School Systems

The following systems are currently in use at Richard Hale:

<ul style="list-style-type: none">➤ Microsoft Active Directory Infrastructure➤ Microsoft 365➤ Microsoft SQL Server 2014/2017➤ Microsoft Exchange Server➤ Microsoft Remote Desktop Gateway➤ Microsoft Terminal Server➤ Server 2012r2/2016/2019➤ Windows 10 LTSC & Education➤ Google Workspace➤ Google Classroom➤ IP Cotrex Telephone System➤ Gigasoft Data Backup	<ul style="list-style-type: none">➤ Meru Wireless➤ Fortinet Firewall➤ SIMS.net➤ 4 Matrix➤ Lightspeed Internet Filters➤ Adobe Suite➤ Sophos Antivirus➤ Live Register➤ Text Help, Read and Write➤ SAGE Accounting➤ SPro CCTV➤ Papercut
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Knowledge and Experience

- Higher Level qualification in a relevant subject.
- Industry recognised technical qualification.
- Experience in a similar role.
- Significant experience in administration and configuration of a Windows Server/Client infrastructure.
- Experience of Google Workspace and Office 365.
- Experience of managing and configuring a Hyper V virtualised server environment.
- Administration and configuration experience of a range of Microsoft Servers including Exchange and SQL.
- Management/supervisory experience.
- Experience of managing and configuring LAN, WAN and wireless networks.
- Experience of project managing the deployment of and supporting a wide range of hardware and software.
- Experience of working in an educational environment or with children/young people.
Experience in a similar role within a school/ educational environment.
- Experience of using and supporting SIMS – the school management information system.
- Experience of developing and implementing an ICT Strategy within a school environment.
- Experience of budget management and procurement.

Responsible to: Business Manager

Working Time: 37 hours per week
52 weeks per year
8.00am – 4.30pm Monday to Friday
27 days' annual leave

The position will be paid on M1 and is negotiable depending on experience and qualifications. (Salary range £35,745 to £39,880 excluding Fringe Allowance).

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in English and maths	Y	
Level 3 qualifications in a relevant subject		Y
Industry recognised technical qualification		Y

Professional Experience	Essential	Desirable
Experience in a similar role		Y
Experience of working as part of a team	Y	
Google Workspace	Y	

Knowledge, Skills and Attributes	Essential	Desirable
An understanding of how to support young people (preferably of secondary school age)		Y
Effective communication with a variety of audiences, both orally and in writing	Y	
Ability to organize and manage time effectively and prioritise workload	Y	
Is calm, patient and reflective	Y	
Is positive and enthusiastic	Y	
Is able to maintain good relationships with students, parents and staff	Y	