



ICT Network Leader

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| Salary: | £50,646 – £55,710 per annum (Scale PO4 – PO5, Spine points 37 – 42) Full-time, All Year Round |
| Hours: | 35 hours per week (Monday to Friday – times tbc) |
| Required for: | As soon as possible |
| Application Closing Date: | Wednesday 16th July 2025 at 8.30am |
| Interview Date: | TBC |

*Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date
Starting salary dependent on experience*



CARDINAL POLE
CATHOLIC SCHOOL

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of ICT Network Leader.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Professional Development:

We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

Benefits:

- Two-week October half term break.
- You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme



‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

Cardinal Pole Catholic School

Job Description

Post: ICT Network Leader

Salary: £50,646 – £55,710 (Scale PO4 – PO5, Spine points 37 - 42. Full-time, all year round).

Responsible to: Director of Resources/CFO

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job summary

Working closely with the Director of Resources, the postholder will oversee the efficient operation of the school's ICT systems. They will deliver a robust, responsive and high-quality ICT Technical Support Service to staff and students. Key responsibilities include the installation, configuration, and maintenance of all servers, clients, peripherals, and cloud-based systems and applications. The role also involves providing hands-on training and support in the use of hardware, software, and digital tools, promoting confident and effective use of ICT.

The successful candidate will lead and supervise ICT Support staff, and liaise with external suppliers and contractors to ensure the continuity, reliability, and security of all ICT services.

This role offers an exciting opportunity to support the growth of Lux Mundi Catholic Academy Trust by advancing ICT strategy and digital infrastructure.

Principal accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. The headteacher may modify it, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

Leadership

The ICT Network Leader will be expected to demonstrate proactive, strategic leadership and effective line management across the ICT function. They will foster a culture of service excellence, innovation and continuous improvement, ensuring that digital solutions are responsive to the evolving needs of the school. The postholder will model professional integrity, build collaborative relationships, and provide clear direction and accountability to the ICT Support team. Their leadership will be instrumental in aligning digital infrastructure with Lux Mundi's broader educational and organisational priorities.

The ICT Network Leader will be expected to demonstrate the following leadership and management capabilities:

1. Develop and deliver a strategic plan for ICT infrastructure and digital learning, aligned with the school's long-term vision.
2. Lead ICT projects, ensuring effective planning, implementation and evaluation.
3. Provide strong line management, coaching and professional development for ICT support staff.
4. Maintain oversight of network security, data protection (including GDPR compliance), and safeguarding protocols.
5. Monitor emerging technologies and apply best practices to improve system resilience and innovation.
6. Document systems architecture, protocols and user support processes clearly and consistently.
7. Oversee disaster recovery and business continuity planning from an operational perspective.
8. Build strong relationships with internal stakeholders and external providers to ensure high-quality, responsive ICT provision.
9. Report regularly to SLT on digital performance, risks and strategic opportunities.

Management of resources

The ICT Network Leader will oversee the strategic use of ICT resources to support educational and operational priorities. This includes managing procurement, budgets, and infrastructure to ensure systems and staffing are efficient, secure and fit for purpose.

Key responsibilities include:

1. Managing ICT resources and budgets in collaboration with senior leaders.
2. Planning future ICT needs to inform the school's budget-setting.
3. Leading the induction, development and performance of ICT support staff.
4. Procuring ICT solutions in line with financial and regulatory procedures.
5. Ensuring equipment delivers value, meets safety standards and is well-documented.
6. Maintaining accurate licensing and supplier relationships.
7. Overseeing infrastructure deployment and maintenance across all sites.

Technical ICT support

The ICT Network Leader will ensure seamless technical support, maintaining a secure and efficient digital environment. They will oversee the setup and upkeep of hardware and software, coordinate updates, and drive improvements that enhance system performance and user readiness.

Key responsibilities include:

1. Foster a purposeful and productive digital environment that supports staff and student success.
2. Oversee the planning, procurement and implementation of hardware and specialist ICT equipment.
3. Manage the school's web filtering strategy to ensure safe and compliant internet access.
4. Lead coordinated rollouts of new hardware and software, incorporating user training needs.
5. Maintain and develop ICT infrastructure to ensure consistent access, resilience and scalability.
6. Oversee proactive maintenance cycles and system health to minimise downtime and disruption.
7. Govern security updates, software licensing and internal communication of critical changes.
8. Enable lesson delivery and digital engagement through reliable ICT suite readiness and systems support.

Maintenance

The ICT Network Leader will ensure the security, reliability and sustainability of the school's digital infrastructure. They will take a proactive, strategic approach to maintaining systems and policies that support users and strengthen long-term resilience across the school.

Key responsibilities include:

1. Monitor backups, broadband connectivity and security updates to maintain system integrity.
2. Configure Group Policies and maintain accurate ICT records, licensing, and asset tracking.
3. Diagnose and resolve hardware issues and oversee equipment disposal and stock control.
4. Manage the ICT ticketing system to ensure the timely resolution of user queries.
5. Support ICT financial planning, including procurement, audits and delivery checks.
6. Lead the evaluation and implementation of modern technologies, ensuring staff readiness.
7. Promote compliance with ICT policies, data access protocols, and acceptable use standards.
8. Contribute to the rollout and development of MIS solutions and infrastructure improvements.
9. Maintain clear communication with school leadership to align technical decisions with organisational priorities.
10. Support internal audits, risk assessments and compliance reporting related to ICT systems.

General support for the school

1. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
2. Contribute to the school's culture. Establish constructive relationships with other agencies/professionals to support teaching and learning.
3. Participate in training, other learning activities, and performance development as required. Recognise strengths and areas of expertise and use these to advise and support others.

Key organisational objectives

The postholder will support the school's commitment to high-quality service delivery by demonstrating professionalism, adaptability, and a proactive approach across a range of duties. These include:

- Promoting awareness of customer service, data protection and health and safety policies among staff and pupils.
- Actively engaging in professional development through training, peer collaboration and performance review.
- Staying informed about technological developments and advising on appropriate solutions to meet school needs.
- Attending and contributing to meetings as required.
- Undertaking additional duties as reasonably directed by the Director of Resources.
- Upholding and promoting the school's ethos, encouraging high standards and contributing to a positive, inclusive learning environment.
- Supporting efforts to raise pupil standards through commitment and collaboration.
- Demonstrating client care and quality assurance in all aspects of service.
- Supporting the pastoral ethos of the school, including mentoring or advising pupils when required.
- Maintaining high standards of personal presentation, professionalism and conduct in line with the school's values and specialism.

The duties may be varied to meet the school's changing needs and demands at the Headteacher's discretion in consultation with you. This job description does not form part of the contract of employment. It denotes how the post holder is expected and required to perform and complete particular duties.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Additionally, as this post provides substantial access to children, candidates are required to comply with departmental procedures regarding police checks. If candidates are successful in their application before taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Person Specification**Essential Desirable**

| Qualifications | | |
|--|---|---|
| Degree or professional qualification in a relevant discipline | ✓ | |
| Relevant industry certifications such as Microsoft, Cisco, or CompTIA (e.g. MCSA, CCNA, CompTIA Network+) | | ✓ |
| Evidence of continuing professional development in leadership, systems administration or digital strategy. | ✓ | |
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| Experience | | |
| Proven track record in managing ICT systems across multiple sites or within a large organisation | ✓ | |
| Experience leading projects from planning through implementation and evaluation. | ✓ | |
| Experience in developing and delivering user training to both technical and non-technical audiences | ✓ | |
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| Knowledge | | |
| Strong background in procurement, asset management and ICT budget planning. | ✓ | |
| Knowledge of ICT infrastructure, including networking, cloud services, servers, security, and device management. | ✓ | |
| Understanding of key legislation and standards, including GDPR, online safety and data protection in schools. | ✓ | |
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| Skills | | |
| Skilled in diagnosing and resolving complex technical issues across hardware, software and network systems. | ✓ | |
| Strategic awareness of how ICT can enhance teaching, learning and operational efficiency. | ✓ | |
| Excellent communication and interpersonal skills, with the ability to translate technical information for a range of audiences. | ✓ | |
| Strong organisational and analytical skills, with a solutions-focused, proactive mindset. | ✓ | |
| Ability to work collaboratively and influence across teams, schools and stakeholders. | ✓ | |