



St Francis of Assisi Catholic Academy Trust

The very best Catholic education now and for generations to come

Person Specification

Trust ICT Manager

H 9: 28 - 31

The ideal candidate will have some or all the following skills, attributes, qualifications or experience:

Skill/Attribute	Evidence/Experience	Desirable	Essential
Qualifications and training	Relevant ICT accreditation / qualification		✓
	Educated to a good all-round level, including a minimum of GCSE grade C or above in Maths and English (or equivalent)		✓
	Further or higher education qualifications relevant to ICT		✓
	Microsoft, Google or Cisco Certifications	✓	
Experience	Experience in the line management of staff	✓	
	Experience of managing and monitoring a budget and providing required reports		✓
	Evidence of successfully managing or supporting the management of ICT networks, hardware and software functions to support the day to day operation of a school ICT network		✓
	Experience of managing change and implementing new systems/procedures/controls		✓
	Experience producing management accounts and financial reports		✓
	Experience working with senior leaders and external partners		✓
	Previous experience in an educational setting		✓
	Previous experience in ICT systems procurement and change management	✓	
	Significant working knowledge of a range of ICT software, hardware and other resources	✓	
Skills and knowledge	Knowledge of school / Academy Trust ICT systems	✓	
	Excellent numeracy and analytical skills	✓	
	Ability to improve own practice / knowledge through self-evaluation and learning opportunities		✓
	Thorough understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals		✓
	Ability to travel to and attend Academy sites		✓
	Commitment to upholding and promoting the Catholic ethos and values of the Trust		✓
	Strong organisational and time management skills		✓
	Excellent communication and interpersonal skills		✓
	High standards of integrity, honesty, and confidentiality		✓
Personal qualities	Excellent communication skills both verbal and written		✓
	Proven creative problem solving skills		✓
	Ability to build and form good relationships with colleagues and students		✓



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Skill/Attribute	Evidence/Experience	Desirable	Essential
	Ability to show initiative and to prioritise own workload and that of the team when under pressure		✓
	Ability to work flexibly to meet deadlines and respond to unplanned situations		✓
	Able to lead, develop and motivate a team of staff, delegating duties as required		✓
	Ability to work independently and as part of a wider team		✓
	Proactive, flexible, and solution-focused approach		✓
	Commitment to equality, diversity, and safeguarding of children		✓
	The ability to prioritise tasks and manage competing deadlines with ease		✓
	A commitment to professionalism, discretion, and a positive, can-do attitude		✓
	Willingness to undertake training and professional development as required		✓

The duties and responsibilities listed above describe the post as it is at present The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

17 November 2025