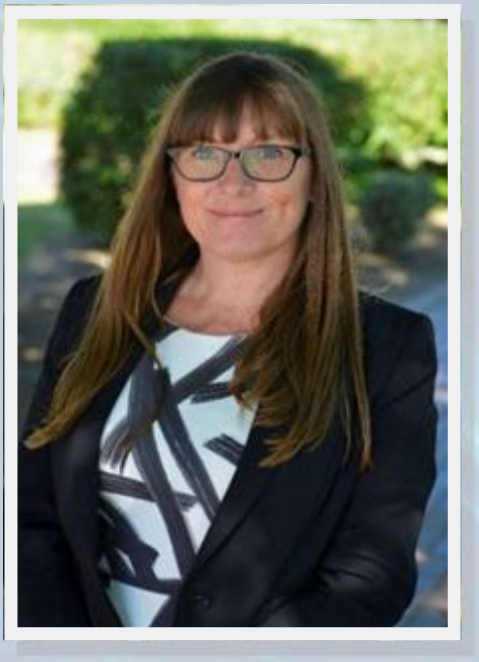


MILLFIELD SCHOOL

Network Manager
Application Pack
Start Date: March 2027

MILLFIELD *Awards*

Welcome from the Headteacher



Thank you for your interest in the position of Network Manager at Team Millfield. This is an exciting opportunity to join a dynamic team of technical support staff who are focused on providing the best outcomes for our staff and students. The Governors and I are looking for a highly-motivated IT specialist who is driven, determined and passionate about improving students' lives through high-quality technical support, as we take Millfield on the next step of our journey to being exceptional.

We are a small, family school with around 880 students on roll. Millfield is the school of choice for our area and we have been vastly oversubscribed for many years. 96% of our parents recommend us to other parents and 95% of our students would recommend us to a friend. We have a culture of high expectations, high ambition and behaviour is outstanding; there is a real belief in the Team Millfield ethos.

I have worked at Millfield since 2009 and am incredibly proud to have been appointed as Headteacher in September 2018. I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success. As a team, we have fostered a culture of continuous reflection and improvement; embracing the ethos "If we create a culture where every teacher believes they need to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve." Staff morale at Millfield is high and our team are proud to work at our school.

The school has been on a journey of transformational improvement: we introduced a new curriculum model and student-centred options process, and students' outcomes have been on a steady upward trajectory. We are quickly becoming a trail-blazing, beacon school and have been recognised with numerous awards: Careers; Attendance; Wellbeing; SEND; the first secondary school in Lancashire to achieve the Behaviour Gold Mark; STEAM; Sport; Cyberfirst; Learning for Life; CPLD and Equalities. We were also recognised by the Secretary of State for Education, who noted that Millfield's performance for our Pupil Premium students' outcomes, "places it among the very best schools national, and this is a significant achievement."

We have a fantastic team ethos; through an embedded coaching model, staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have a clear, shared vision:

By providing a world-class education for all, through high expectations, ambition and consistent high-quality teaching, students will flourish and make exceptional progress (academically and personally), so they are equipped to reach their full potential. We aim for the school to ***Be Exceptional*** *in everything we do: curriculum; teaching; learning; challenge; behaviour for learning; progress and attendance, to ensure our students leave our Millfield family as well-rounded individuals. We aim to* ***Create Bright Futures*** *for all students.*

We can offer you:

- A commitment to staff development in terms of high-quality, award-winning CPLD;
- An opportunity to complete our Millfield Leadership Pathway Qualification (MLPQ);
- Being part of an outward-facing school;
- Supportive line management and appraisal, with automatic pay progression;
- Local Government Pension Scheme;
- Free external wellbeing and health package (e.g. gives access to free physio, weight loss programmes, emergency Doctor's appointments and counselling);
- Free annual flu vaccinations and NHS check-ups in school;
- Cycle to work scheme;
- Free laptop;
- A supportive, highly-visible SLT committed to staff wellbeing and reducing workload, as well as being committed to the Millfield Wellbeing Charter;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, support staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who have excellent attendance, enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students;
- And the opportunity to be part of the successful , award-winning, Team Millfield.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.

N. Regan

Mrs Nicola Regan
Headteacher



Welcome from the Chair of Governors



Dear Applicant

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this position that you have applied for. This is an exciting opportunity, and the successful applicant will be joining a happy, successful and welcoming school.

The school has had fantastic success over the last few years. The governors have a very simple wish for the school and that is to provide an environment that allows all students to flourish and become the very best that they can be. The Governors are committed in providing the advice, challenge and support to help the school in its strategic vision.

We wish you every success with your application, and we look forward to working with you over the coming years.

Yours faithfully

ARichards

Mrs Anna Richards
Chair of Governors



Welcome from the Students

Dear Applicant

Welcome to Team Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, and we enjoy coming to school. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to young adults in Year 11, ready for the world.

During our time at Millfield, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and France, to our wonderful clubs, such as Minecraft, debating society, art and the many sports and extracurricular activities. Our school has so much to offer! The Year 11s who leave Millfield and go on to the next stage of their educational journey always miss these fantastic opportunities. Our staff care about all students' life chances and it is vital, from a staff members perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a staff member who is ambitious, strict, and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at on the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully
The Senior Student Team



Staff Testimonials

“My journey at Millfield started in April 2015 as a part-time Receptionist/Business Support Officer, this position quickly became a full-time role. It is a very friendly school, both staff and students alike, and I felt at home straight away.

In September 2022 I was offered the position of Finance Officer which is my current position. I thoroughly enjoy my job, and am supported by the school, with the opportunity to complete any training courses I feel may be beneficial to my role.

There is a strong culture of supporting both the staff and students alike to become the best they can be.

Good luck with your application, we look forward to welcoming you to Team Millfield”.

Donna Davison, Finance Officer





”Working at Millfield is incredibly rewarding. Every day brings new challenges, and that's one of the things I enjoy most about my role. No two days are ever the same, and I take pride in helping to ensure the school environment is safe, welcoming and ready for students and staff to thrive.

What makes Millfield special is the strong sense of teamwork. As a Site Supervisor, I'm not just part of the premises team; I'm part of the whole school community. Everyone works together towards the same goal of providing the best possible experience for our students, and it's great to know that the work I do contributes to that. The support, camaraderie and shared commitment across the school make Millfield a fantastic place to work.”

Billy Schultz, Site Supervisor

"My journey at Millfield started 11 years ago when I joined as a Head of House / Cover Supervisor, leading Sharks House in our vertical form group system. I still remember coming for my interview and instantly getting a good feeling about the school. The friendly atmosphere and sense of community stood out straight away, and that feeling has never really changed.

Following Covid, we moved to a year group structure and quickly realised this allowed us to support our students even more effectively, so we've continued with that approach. What I love most about my role is working with young people, helping them discover who they are, build resilience and achieve the best they can. Seeing students grow in confidence and succeed is incredibly rewarding, and it's what gives me the greatest job satisfaction. I'm also lucky to be part of a supportive team that genuinely cares about both staff and students.

Millfield is a special place to work, and I'm proud to be part of Team Millfield".

Caroline Doran, Progress Lead



CPLD Gold Award
– *A Culture of Excellence*

We are proud to be recognised with the CPLD Quality Mark Gold Award, placing us in the top 5% of schools nationally.

Achieving Gold demonstrates that we have successfully built a high-performing, values-driven organisation, where staff development is central to everything we do. Our approach ensures both exceptional student outcomes and a rewarding, supportive workplace for all colleagues.

Investing in Our People

At the heart of our success is a simple belief: our staff are our greatest asset.

We have created a Dynamic Learning Community, where staff continuously develop through:

- Coaching and personalised professional development
- Collaborative action research and shared practice
- Access to high-quality internal and external training

A Culture of Trust, Support, and Collaboration

Our staff describe our school as a place where they feel valued, supported, and empowered. Leadership is characterised by openness, trust, and a genuine commitment to wellbeing.

We foster a collaborative environment where colleagues:

- Share ideas and learn from one another
- Feel confident to innovate and take risks
- Are trusted to make decisions and shape their practice

Joining our school means becoming part of a community that:

- Invests heavily in your development
- Values your ideas and professional growth
- Supports your wellbeing and career ambitions
- Works collaboratively to achieve excellence

We don't just develop great teachers—we grow confident, fulfilled professionals.

Our staff tell us Millfield is a place where they can flourish:

"Coming here transformed me from someone who was going to give up teaching to someone who enjoys the job again."

"My morale is higher than it's ever been—I've found my place."

"It's great working here, and I'm not going anywhere else."

"I Love it here—it's so friendly and supportive."



Be Exceptional

Be Exceptional

PRIORITISE MENTAL HEALTH

There is no stigma attached to mental health issues, and we promote an open and understanding culture. All staff have free access to SAS (School Advisory Service) for wellbeing; this is a wide-ranging health and wellbeing support service. Wellbeing is included on all staff appraisals.

DRIVE DOWN UNNECESSARY WORKLOAD

We aim to work by the phrase, "Anything that does not impact on student progress needs to be reassessed, as it is either a distraction or an indulgence." We will do this by streamlining documentation, assessing when tasks are calendared, and follow each department's feedback policy to avoid unnecessary marking workload.

CULTURE OF EXCELLENT BEHAVIOUR

As colleagues we will support each other by ensuring consistency with high expectations of behaviour. All staff lead by example and good behaviour of students will be rewarded.

MILLFIELD SCHOOL

SUPPORTING EACH OTHER

As colleagues we will show empathy and look out for each other. Everyone should check the wellbeing of colleagues. Make a special effort to give praise and positive words of encouragement.

COMMUNICATION

All colleagues should think before sending an email and ask themselves, "Does this need sending?"
We encourage everyone to speak face to face or pick up the phone. Briefing – every Monday, will be an opportunity to praise colleagues and communicate information that we may have previously emailed. Staff are not required to take notes, they will be sent out as a reminder.

DEVELOPMENT AND RECOGNITION

All colleagues should have regular conversations with their line managers. Recognition of hard work and praise should be given and constructive feedback should guide continuous development and progression. Career progression and CPD will be discussed through the appraisal process.

STAFF HAVE A VOICE

All colleagues should feel listened to. The workload and wellbeing working party will meet every half-term to consider concerns or suggestions. We will ensure that staff have an opportunity to share their views on wellbeing through an annual survey.

Job Description: Network Manager

Salary: Grade 8 (£37,563 - £42,123)
Annual leave: 26 days rising to 32 days after 5 years' service
Contract: Full-time (37 hours per week), permanent
Location: Millfield School
Start Date: March 2027 with an opportunity for a structured handover period with the current post holder.

Join our ambitious and forward-thinking school as Network Manager, leading the strategic development, security, and management of our ICT infrastructure. This is a key support staff leadership role responsible for ensuring the delivery of reliable, innovative, and secure technology services that support teaching, learning, and the wider operation of the school. Working closely with senior leaders, you will oversee network systems, cybersecurity, cloud services, technical support, ICT projects, and the management of ICT support staff. You will play a pivotal role in shaping the school's digital strategy, driving innovation in EdTech and AI, and ensuring compliance with safeguarding and DFE technology standards.

We are seeking an experienced ICT professional with strong technical expertise, excellent leadership skills, and a passion for using technology to improve outcomes for staff and students. Experience of Microsoft 365, Entra ID, server and network management, cybersecurity, and delivering ICT services within a busy organisation is essential. Knowledge of the education sector would be advantageous.

This is an exciting opportunity to shape the future of technology across the school and make a lasting impact on the educational experience of our students.

If you feel you have the relevant skills and experience and are ready for a new challenge, we look forward to hearing from you!

Please see the job information booklet and visit our school website for further information. www.Millfield.lancs.sch.uk

Competencies:

A positive and solution-focused attitude.
Be a role model in attitude, work ethic and appearance.
Promote inclusion, tolerance, respect and equality.
Collaborate and develop effective working relationships with all colleagues.
Be able to work flexibly, adapting procedures to changing situations.
Strive for excellence, personally and in others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. Due to the unique nature of this post, this job description may be reviewed and amended at any time following discussion between the line manager and member of staff. The role will always be developed to have the best interests of our students and the culture of our school at its heart.

MILLFIELD SCHOOL

Person Specification

Qualifications	Essential/ Desirable	Identified by Application Form (A), Interview (I) or Reference (R)
Educated to degree level in IT, Computer Science, or related discipline	E	A
Microsoft certification (Microsoft azure, Endpoint Administrator) or equivalent practical expertise.	D	A
ITIL Foundation, Microsoft Security or cyber security certification.	D	A
Experience		
Considerable experience of working in a busy ICT environment working independently providing technical support on a wide variety of ICT systems, equipment and IT software.	E	A I
Experience in the management and procurement of ICT equipment and service / maintenance contracts.	E	A I
Experience of managing large networks and major software upgrades.	E	A I
Experience of managing budgets and / or resources deployed to assist with the delivery of service provision.	E	A I
Experience of managing challenging and competing workloads.	E	A I
Experience of training others in the use of ICT systems and software.	E	A I
Experience of delivering ICT services within a school environment.	D	A I
Knowledge and Skills		
Good analytical, organisational and problem-solving skills with the ability to develop the most appropriate solution to meet the business need.	E	A I
Ability to interpret technical information and have the ability to relay this to non-technical customers.	E	A I
Professional and friendly, with a flexible approach to working hours.	E	A I
Abillity to work under minimal supervision and also as part of a team.	E	A I
Ability to organize, lead and motivate any responsible staff.	E	A I
Awareness of current ICT and AI trends and developments.	E	A I
Committed to continuous improvement, enabling the delivery of solutions that provide an increase in efficiency, and reduced costs.	E	A I
Good written and verbal communication skills, including the ability to negotiate and influence.	E	A I
Ability to coach, guide and mentor staff and / or students.	E	A I
Ability to influence others' practice based on technical or professional experience.	E	A I
Ability to remain calm under pressure.	E	A I
Ability to set up and interpret management information systems to ensure ongoing review of performance and progress towards targets and objectives.	E	A I
Knowledge of Microsoft server and Hyper-V configuration and management.	E	A I
Knowledge of LAN/VLAN / networking, including switch and Wi-Fi configuration and management.	E	A I
Knowledge of user, policy and application management in Microsoft 365 admin centre and Entra ID.	E	A I

Knowledge and Skills cont.	Essential/ Desirable	Identified by Application Form (A), Interview (I) or Reference (R)
Knowledge of implementing cybersecurity controls including MFA, conditional access and endpoint protection.	E	A I
Knowledge of DfE technology standards and safeguarding requirements.	E	A I
Other		
Commitment to equality and diversity.	E	I
Commitment to health and safety.	E	I
Commitment to undertake in-service development.	E	A
Commitment to safeguarding and protecting the welfare of children and young people.	E	A I
Satisfactory attendance record/commitment to regular attendance at work.	E	R
To be aware of the confidential nature of issues related to home/student/teacher/school work.	E	A
May be required to work outside standard school/ office hours as required.	E	A I
May be occasionally required to work across multiple sites	E	A I
Note: We will always consider your references before confirming a job offer in writing.		

Updated: November 2026

Job Description

Post title: Senior ICT Network Manager

Grade:	Grade 8	**Staff responsibility:**	ICT Technicians

Scope of Work – appropriate for this post:

To develop and implement the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school, including the work of ICT technician(s).

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded ICT post.

Accountabilities/Responsibilities – appropriate for this post:

1. Take full responsibility for managing the service on a strategic level, with minimal direction from the Headteacher.
2. Negotiate and liaise with Headteacher, SLT, Governors and external organisations over the provision of an appropriate level of service.
3. Develop school policies and procedures for the use of ICT within the school environment.
4. Maintain a comprehensive inventory of all IT devices and equipment across site..
5. Maintain a comprehensive database of all support requests.
6. Undertake full line management responsibility for staff providing technical support to staff and pupils, including recruitment and selection and performance management.
7. Identify school staff training issues and deliver appropriate training.
8. Create and manage all network user accounts, ensuring correct access rights and audit as required.
9. Undertake training of all staff and students.
10. Support the delivery of computing/ICT in the curriculum under an agreed system of supervision, to plan appropriate teaching and learning objectives/lessons.
11. To keep abreast of best practice within ICT and with relevant developments and changes in information communication technology, particularly in relation to security and data environments and advise on their adoption, where appropriate. To advise on and investigate any apparent breaches of security.
12. Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate.
13. Procure ICT equipment on behalf of the school which may include managing associated budget.
14. Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
15. Market the service and direct the school in making available sufficient financial resources to develop the service.
16. Assess and analyse risks to key ICT systems; maintain, develop and review recovery procedures and service cover and contingency plans.
17. Securing any funding from national and local initiatives.
18. Representing the school in any collaborative projects.
19. Undertake any ICT maintenance requirements.
20. Contribute to the School Development Plan.
21. To work within school policies and procedures.
22. To take care of their own and other people's health and safety.

Individuals in this role may also:

1. Advise teaching staff on the likely compatibility of new software / hardware, install software / hardware as requested by teaching staff, and maintain records of all installations carried out
2. Manage the ICT Network for a cluster of schools
3. Negotiate on-line service provision from external suppliers

Prepared by:	LCC/Millfield School	**Date:**	Nov 2026

The previous form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

How to Apply

To find out more information about Millfield please look at our school website. If you would like a tour of the school please contact Mrs Mountford (School Business Manager).

All job details and an application form are available to view and download from the school website under the vacancies section, TES online, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Hall, the Headteacher's PA, on 01253 865929 or admin@millfield.lancs.sch.uk

The Lancashire Application Form must be fully completed, ensuring there are no gaps in your career history. In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance. The successful candidate will be asked to complete a confidential online medical questionnaire for submission to Occupational Health.

Please email applications FAO Mrs Mountford, School Business Manager:

dmountford@millfield.lancs.sch.uk

Closing date for applications: Monday 7th December 2026 at 9am

Interview: w/c Monday 14th December 2026

Early applicants may be offered an interview before the closing date.

Child Protection and Safeguarding

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

GDPR and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

IT Department Structure

Head of Whole School IT
and Network Manager

Network Manager

IT Technicians

IT/Media Technician



MILLFIELD SCHOOL

Belvedere Road, Thornton Cleveleys,

Lancashire FY5 5DG

Telephone: 01253 865929 **Website: www.millfield.lancs.sch.uk** **Email: admin@millfield.lancs.sch.uk**