

# Lowton

Church of England High School



**Role:** Exams Manager

**Hours:** 37 Hours per week  
*Four days: 8.00 am – 4.00 pm*  
*One day: 8.00 am – 3.30 pm*

There is an opportunity to work flexibly and condense hours to meet the needs of the school and to work from home at agreed points in the school year.

**Contract:** Term time plus 3 weeks

**Salary Range:** NJC G6 - points 14-20

**Actual Salary** £ 25,768 - 28,435

**Start date:** October\November 2025



## Introduction

Thank you for your interest in this position. I started as the new Headteacher at Lowton Church of England High School in January 2025, with extensive headship and school improvement experience, and I am privileged to hold the post here. Through this applicant pack, I am proud to welcome you to our school and hope it provides a very clear insight into 'Life at Lowton' and into what makes it such a special place to work and learn.

Lowton Church of England High School is a 'Good' school in all areas (Ofsted, March 2023) and we are on a mission – to provide an exceptional education for every young person that we serve in our school community so that their life chances are transformed.

Lowton's most recent inspection report talks about the 'transformative improvements' in the school in the last few years, reflected in our culture, ethos, quality of education, outcomes and behaviour. You can read the full 'Good' report here: [LCEHS Ofsted Report](#)

Our school values are at the heart of everything we do and of everything we ask of ourselves, of our pupils and parents and of our wider community. Everyone is valued in our school and we focus daily on creating a sense of belonging, of high aspiration and of personal excellence and achievement for every pupil, every member of staff and for every family we serve. We believe that our collective ambition, care and commitment are demonstrated through the challenge we offer to everyone to work hard to be the very best they can be and be truly proud of their identity, their school and their community.

You will hear us use the phrase 'ruthlessly compassionate', meaning each and every day we have the resolve, commitment and highest of expectations to do the right thing for every child, because every child has the right to an exceptional education.

Our school is underpinned by its Christian values of *Caring*, *Learning* and *Succeeding*. They define the culture of the school. We test all we do through the lens of what is right for each child. We are committed to ensuring that each young person we work with can '*let their light shine*' and understands their potential and the positive impact they can have on themselves and others.

Lowton is not just a secondary school, it is a family; where all of our pupils are nurtured and cared for while being challenged and supported to be resilient, confident and successful learners and human beings who are ready to make a valuable and positive contribution to society.

The future at Lowton is exciting! The conditions are perfect for us to continue our journey towards being exceptional in all we do. We are now looking for a committed and aligned individual with drive and passion for the school's ambition to raise and support the aspirations of all pupils.

We have a high-quality curriculum, a dedicated and highly skilled staff team and a values-driven leadership team. In applying for this role, you could be part of our exciting journey.

Before applying, please take a minute to watch my video message:

[Headteacher Welcome Message](#)

If you are interested in applying for this role and committed to our mission and values, I look forward to receiving your application.

**Jane Galbraith**

*Headteacher*



## About us

We are an 11-16 comprehensive school of around 800 pupils, with an established reputation as a welcoming and forward-thinking learning community.

We pride ourselves on our high expectations in a culture in which pupils can flourish, thrive and succeed. Our staff surveys and inspection surveys outline that staff are proud to work here.

Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan Local Authority. We serve our community with most pupils living locally in the town of Leigh and the village of Lowton. Our pupil intake is broadly average in terms of prior attainment and pupil deprivation. The vast majority of pupils speak English as a first language but you will work in a school that has exceptional pupils from all walks of life and staff who truly care about the impact of their work.

As a Church of England School, the Christian faith shapes everything we do. We strive to demonstrate to pupils that each one of them is of infinite worth as a child of God and they are the 'lights of the world', who can make a positive difference to the school and the community in which we live and serve. Our admissions policy does not require pupils to attend Church, rather we pride ourselves on being a mission-led school in the community for our community.

In considering this role, *you* do not need to be Christian to work here, but we expect staff to be fully supportive of the values that underpin all we do as they are central to our approach in all things.

### In a recent parent survey, our parents told us...

- **97%** would consider recommending Lowton to another interested parent.
- **94%** agree that their child is getting the appropriate amount of work.
- **93%** agree that communication from the school is informative and helpful
- **92%** agree that their child is well supported in their learning



## About the role

We are seeking to appoint a dynamic Exams Manager who will be responsible for the management and smooth operation of all external and internal exams.

The successful candidate will have proven experience of managing or coordinating exams, together with excellent communication and ICT skills.

The role requires meticulous planning and organisation of exams so attention to detail is essential. It is a varied and role but with strict protocols and deadlines; it requires someone who enjoys working in this way but is also able to work collaboratively with a range of staff and, build positive relationships with students and their families.

Positive relations and a culture of high expectations of our students and ourselves are key aspects to the culture of our school and we are looking for people aligned to our values in all we do.

We are committed to delivering the highest standards and our staff are proud to belong to the school. We believe that Lowton Church of England High School is a great place to be. This post offers you the opportunity to work in and with:

- A caring school where you can make a real difference to the lives of young people.
- A school with a strong will and determination to be excellent.
- A school that has high expectations of all who work here.
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- Supportive and cooperative staff who are committed to their roles.
- A caring school where you can make a real difference to the lives of young people.



## About you

We are looking for an experienced exams professional with a welcoming manner and excellent communication, organisation and problem-solving skills. You will have the ability to remain calm and focused in moments of pressure and have experience of working in a fast-paced environment.

You will be an effective problem solver who will come up with positive and robust solutions to problems. You will have excellent ICT skills and be proficient in the use and application of MS Word and Excel.

The Exams Manager role is both challenging and rewarding and will suit somebody who works with precision and a high level of attention to detail but also has a caring approach and enjoys forging positive relationships with staff, students and parents.



## Safeguarding at Lowton Church of England High School:

Lowton Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Suitability checks will be undertaken in accordance with KCSIE, including identity, Right to Work, qualifications, Prohibition check, two references and enhanced DBS check including Children's Barred List.

In addition, as part of the shortlisting process Lowton Church of England High School will carry out an online search as part of their due diligence on *shortlisted* candidates.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://www.gov.uk)

This role involves engaging in regulated activity relevant to children and applicants are reminded that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.



## Guidelines on AI usage:

We appreciate your participation in our selection process and as part of our commitment to fairness, integrity and authentic evaluation, we ask that you refrain from using artificial intelligence (AI) tools or other automated writing assistants in your application or assessments.

Our selection process is designed to assess your individual skills, creativity and qualifications. The use of AI-generated content may compromise the authenticity of your application. Any detected use of AI in responses, may result in disqualification from consideration.

We encourage you to rely on your own experience, knowledge and personal expression throughout the process. If you have any questions or concerns please contact Mrs Ruth Harrison [harrisonr@lowtonhs.wigan.sch.uk](mailto:harrisonr@lowtonhs.wigan.sch.uk)



## Interested?

- Find out more about the school on our website and Facebook page.
- Speak to a member of staff about the school. We encourage people to visit or phone school with any questions that they may have about the role.
- If you would like to have a conversation or arrange a visit please email: [harrisonr@lowtonhs.wigan.sch.uk](mailto:harrisonr@lowtonhs.wigan.sch.uk) with your details and a member of staff will get in touch.
- **Closing date:                      Midnight 26<sup>th</sup> August 2025**
- **1<sup>st</sup> Interview by Zoom:   Monday 1<sup>st</sup> September 2025**
- **Formal Interview Date: Thursday 11<sup>th</sup> September 2025**

**All Applications must be made via: TES**

***The closing date for all applications is Midnight 26<sup>th</sup> August 2025***

***Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found. We reserve the right to interview suitable candidates before the application deadline.***

Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.



## Lowton Church of England High School Exams Manager Job Description

<b>Job Title:</b>	Exams Manager
<b>Reports To:</b>	Assistant Head/Deputy Headteacher/Headteacher
<b>Working with:</b>	Business Support Team, Leadership Team, Senior Pastoral Lead, Heads of Department
<b>Staff Responsibility for:</b>	Examination Invigilators
<b>Liaising with:</b>	School leadership team, teaching & support staff, external agencies and parents.
<b>Salary Scale:</b>	NJC G6 points 14-20
<b>Term:</b>	37 Hours per week, Term Time plus 3 weeks. There is an opportunity to work flexibly and condense hours to meet the needs of the school and to work from home at agreed points in the school year.
<b>DBS:</b>	Enhanced

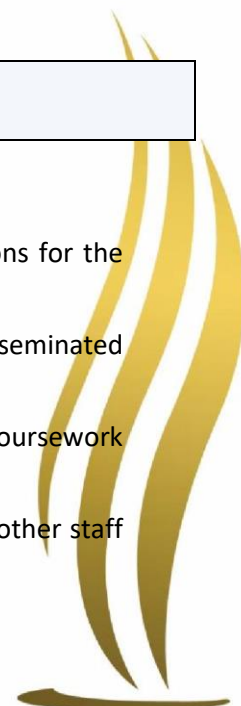
### Job Purpose:

- To be responsible for the management of and organisational support to the Assistant Head: Assessment, Reporting & Performance on all matters of exams relating to the delivery and planning.
- To provide administration support to the Leadership Team.
- Support the main office team during periods of high workload demand and/or staff absence.
- To work co-operatively with, and in support of all adults in the school. To work with pupils and staff in courteous, caring and responsible manner at all times. To work with visitors to the school in such a way that it enhances the reputation of the school. To present oneself in an appropriate manner so that it upholds the values of the school.

### Examinations:

#### Planning and organisation of examinations

1. Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school examination data.
2. Liaise with heads of department in finalising student entries, ensuring timely return of disseminated paperwork.
3. Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams.
4. To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season.



### **Planning and organisation of examinations – continued:**

5. Arrange for all internal and external examinations and assessments, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
6. Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
7. Remedy any external exam clashes and make appropriate provisions for students within JCQ guidelines.
8. Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations.

### **Running of examinations**

1. Inform the relevant staff about arrangements that need to be made for furniture set up in the sports hall and/or other examination rooms.
2. Ensure internal and public exams are conducted to the standards required by the JCQ.
3. Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirements of any practical exams.
4. Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
5. Assist the Assistant Head for Assessment, Reporting and Performance when briefing students on examination systems, procedures, and conduct.
6. To produce guidelines, including exam session conduct guidelines to all students and staff.
7. To collate and distribute statements of entry to students and exam timetables.
8. Collaborate with the Assistant Head for Inclusion and SEND in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented.
9. Monitor exam attendance and take appropriate action in liaison with the Head of Year and Assistant Head for Assessment, Reporting and Performance.

### **Post Examinations**

1. Check, pack and arrange the despatch of all external examination papers by relevant authorised means.
2. To ensure release of exam results, deal with queries and requests for re-marks.
3. Arrange appeals, re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students.
4. To manage the distribution of exam certificates.
5. To provide relevant examination entry and examination results data as required by the Assistant Head for Assessment, Reporting and Performance.



## Other

1. Acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.
2. Be the School's principal link with examination boards, following up queries from Heads of Department and SLT regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by examination boards.
3. Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the examination boards.
4. Participate in training and professional development opportunities as required to fulfil the role.
5. To ensure that policies are followed to mitigate possible malpractice and/or maladministration.
6. Actively support the Head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
7. Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and inform of any changes to centre status
8. Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
9. Support the Head of Centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
10. Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
11. Administration support to the Leadership Team.
12. Supporting the main office team during periods of high workload demand and/or staff absence.

## General

1. Ensure that members of the relevant team are kept informed of service requirements and standards.
2. Communicate effectively (as and when required) both internally and externally. This may typically include other team members, staff, parents, LA, partner schools, higher education, industry, relevant external organisations and agencies.
3. Help foster a positive culture by upholding the vision and aims of the school.
4. Work co-operatively with, and in support of everyone at the school.
5. Work with pupils and staff in courteous, caring and responsible manner.
6. Work with visitors in such a way that it enhances the reputation of the school.
7. Play a full part in the life of the school community, support its distinctive mission and ethos, promote the school's image and encourage staff and students to follow this example.



8. Help support the LEARN agenda.
9. Ensure compliance with legal, regulatory, ethical and social requirements (this may include legal requirements for worship).
10. Support the school in helping to prepare for external inspections (i.e. OFSTED, Church)
11. Contribute to the school development plan and attend inset training as and when required.
12. Promote actively and follow the school's policies including equality, health & safety and safeguarding, and if required undertake necessary risk assessments where appropriate.
13. Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
14. As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
15. Comply with the school's policy on Data Protection being particularly careful with sensitive personal information about children and the school.
16. Ensure that documentation is provided as and when required (this may typically include a DBS certificate, evidence in support of your job application, emergency contact details, personal banking information in order to make payments to you, medical certificates when you are absent and vehicle insurance details if you are intending to use your vehicle for work)
17. Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.
18. Staff with term time contracts should wherever possible take holidays during school closure times. Requests to take holidays during term time will be treated on an individual basis. However, in order to minimise disruption to the school, management reserves the right to refuse any requests from staff wanting to take holidays during term time.
19. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
20. This job description forms part of the contract of employment of the person appointed to this post and is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.
21. This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

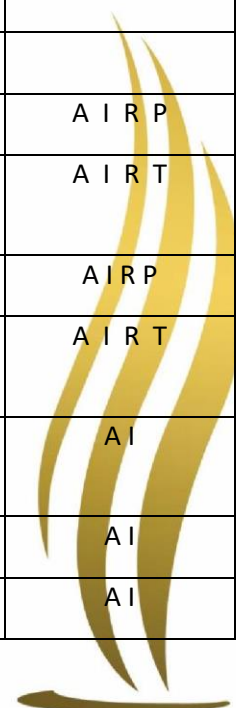
### **School Ethos:**

1. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
2. Support the school in meeting its legal requirements for worship.
3. Adhere to and actively promote the school's policies and procedures.

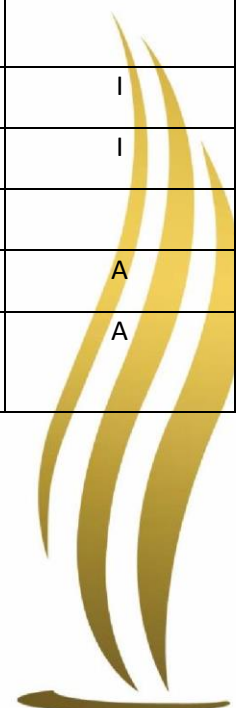


## Lowton Church of England High School Exams Manager Person Specification

Categories:	Essential\Desirable	App Form Interview\Task
<b>QUALIFICATIONS &amp; ATTAINMENTS</b>		
NVQ level 4 in related subject or equivalent level of proven experience	E	A
ICT qualification to Level 2 standard or above	E	A I R
5 GCSE qualifications including English and Maths (A to C) or equivalent	E	A I R T
First aid at work trained or willing to undertake a first aid training course to become a qualified first aider within the school	D	A
<b>EXPERIENCE</b>		
Proven experience of managing exams, dealing with exam boards.	D	A I R P
Proven experience of SIMS.	E	
Previous administrative or analytical experience gained working in local government or an educational establishment	E	A I R P
Significant experience in an administrative or analytical role	E	A I R P
Extensive experience of working in a busy office environment	E	A I R P
Experience of maintaining accurate records	E	A I R P
A successful track record of innovation and forward thinking approach to of change	D	A I R
Use of internet and related learning resources	D	A I
<b>SKILLS/KNOWLEDGE</b>		
Good communication skills (both written and verbal)	E	A I R P
Basic knowledge and understanding of Education and child protection issues. e.g. Every Child Matters	E	A I R T
Can demonstrate ability to manipulate exam results	D	A I R P
Ability to communicate effectively and relate well with a wide range of children and adults with varying abilities and needs	E	A I R T
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	E	A I
Ability to plan and manage your own workload and meet deadlines	E	A I
Ability to work alone with minimum supervision	E	A I



Working knowledge of IT packages used for preparation and presentation of statistical data and high levels of ICT skills	E	A I R T
An awareness of Data protection, GDPR and confidentiality	E	A I
<b>QUALITIES</b>		
Commitment to and the ability to support the distinctive ethos of the school	E	A I
Adaptable and flexible with a friendly nature		
Resilience and confidence to work efficiently in a busy and demanding environment	E	I R
Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies	E	I R
Adaptable, flexible, diplomatic, tactful and committed to success	E	I R
Willingness to work occasional unsocial hours	E	I
<b>STAFFING</b>		
Able to organise, manage and set the work of exam invigilators	E	A I R P
An understanding of good practice concerning recruitment	D	I
A willingness to develop, promote and participate in employment policies and procedures	E	I
A commitment to equality of opportunity and fair treatment of all staff and pupils	E	I
<b>CORPORATE RESPONSIBILITY</b>		
Willingness to comply with the school's policies i.e. Equal Opportunities, Health & Safety	E	I
Willingness to continue personal development in relevant area	E	I
Willingness to participate in the staff review and development process	E	I
<b>APPLICATION</b>		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A



## Privacy Notice – Job Applicants

### Lowton Church of England High School

Lowton Church of England High School *is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School's policy review schedule.*

*A current version of this document is available to all members of staff and job applicants on the job opportunities section of our website.*

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

#### Who Collects This Information

Lowton Church of England High School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

#### Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

#### Categories of Information that We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;



- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

#### **How We Collect this Information**

- We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

#### **How We Use Your Information**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter a contract with you, or we may be prevented from complying with our legal obligations



We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

### How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

### Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

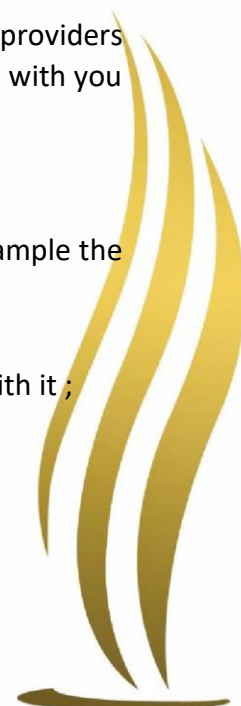
Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

### Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- our Local Authority in order to meet our legal obligations for sharing data with it ;
- Other schools;
- DBS; and
- Recruitment and supply agencies.



We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. A copy can be requested by emailing [dpo@lowtonhs.wigan.sch.uk](mailto:dpo@lowtonhs.wigan.sch.uk)

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our information security policy.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, available on request.

### **Your Rights of Access, Correction, Erasure and Restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.



- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

### **Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Network Manager ([dpo@lowtonhs.wigan.sch.uk](mailto:dpo@lowtonhs.wigan.sch.uk)) . Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **How to Raise a Concern**

We hope that the Network Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Network Manager then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

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You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

