

# Lowton

Church of England High School

- Role:** Network Manager
- Hours:** 37 Hours per week  
Between 7.30am and 4.15pm as agreed with line manager
- Term Time:** Full time, full year
- Salary Range:** Salary Scale: G8 NJC pts 25 to 30  
£30,095 - £34,373 – pay award pending  
Annual Leave Entitlement 24 days excluding bank holidays increasing to 31 after 5 years continuous service
- Start Date:** As soon as possible



*Caring, Learning and Succeeding*



## Introduction:

Thank you for your interest in this position at Lowton Church of England High School.

We are a school 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.

I started as the new Headteacher at the school in September 2020 with extensive headship and school improvement experience.

The conditions are ripe to make this an exceptional school and 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 students.

Our school is underpinned by its Christian values of Caring, Learning and Succeeding and these palpably define the culture of the school. We test all we do through the lens of what is right for each child.

You will hear us use the phrase 'ruthlessly compassionate' which means 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, and deserves, an exceptional education.

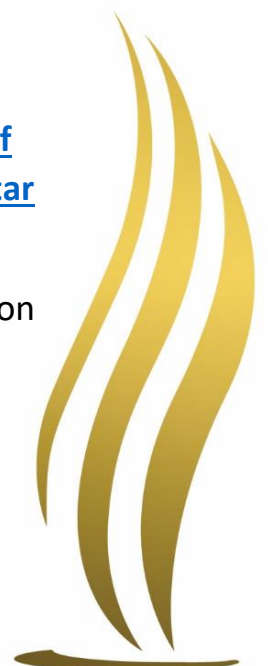
In our recent successful inspection, our strong vision for the curriculum, determined leadership and increased trajectory of improvement are all recognised.

You can find out more about our ethos and values on our website and by watching my video:

[https://us02web.zoom.us/rec/share/iQutOQ9vS0V3kq0MafYB9rTWzfUz8wrvJ8YS12wOnn3DbnRZfljdtXsgpmM36ByN.CcngtFmlouv0oZ\\_i?startTime=1646071956000](https://us02web.zoom.us/rec/share/iQutOQ9vS0V3kq0MafYB9rTWzfUz8wrvJ8YS12wOnn3DbnRZfljdtXsgpmM36ByN.CcngtFmlouv0oZ_i?startTime=1646071956000)

If you are interested in the role and committed to our Christian mission and values I look forward to receiving your application.

**Kieran Larkin**  
*Headteacher*



### About us:

We are a vibrant and inclusive 11-16 comprehensive school of over 770 students with an established reputation as a welcoming and forward-thinking learning community. Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan LA. We serve the community with most students living locally in the towns of Leigh and the village of Lowton. Our student intake is broadly average in terms of prior attainment and student deprivation.

As a Church School our Christian faith shapes everything we do. We strive to demonstrate to students 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 students to attend Church, rather we pride ourselves on being a mission-led school in the community for our community

### 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.

\* February 2021



## About the role and about you:

We are seeking to appoint a highly motivated and experienced Network Manager who understands how the overall technical infrastructure and services of the school should effectively support the use of ICT in the curriculum.

The post holder will manage and deliver ICT infrastructure, services, and solutions, engaging and leading the ICT team in its delivery of the ICT strategy. You will be responsible for ensuring that effective and efficient ICT services are available to staff and students, making ICT recommendations that support excellent teaching and learning and service delivery. You will be responsible for our social media and e-communications operation and support the use of technology to promote and profile the creative and performing arts. We are looking for a proactive candidate who can investigate and evaluate modern technologies and ensure ICT and GDPR compliance.

To be successful in this role, you will be able to demonstrate:

- A good working knowledge and support experience of Microsoft Office Apps for Enterprise, Microsoft 365 and Microsoft Azure AD.
- Proficiency with Microsoft Operating systems, Windows 10, Windows Server 2012/19, Active Directory, DNS, DHCP and Group Policies.
- Experience in a technical line management role, including managing projects and a helpdesk support function.
- The ability to produce reports; analyse data; implement and monitor systems, policies and procedures.

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

We are committed to delivering the highest standards. 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 school with a strong will and determination to be excellent.
- A school that has high expectations of all who work here.
- A school that places the quality of learning at the heart everything.
- 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.

### 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 you may have about the role.
- If you would like to have a conversation 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:** 16<sup>th</sup> October 2022
- **1<sup>st</sup> Interviews by Zoom:** 18<sup>th</sup> October 2022
- **Formal Interview Date:** 20<sup>th</sup> October 2022

If you have not heard from us by the interview date, you may assume that your application has been unsuccessful on this occasion. Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.

***The closing date for all applications is midnight on 16<sup>th</sup> October 2022. Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.***

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.



## Job Description

|                                  |  |
|----------------------------------|--|
| <b>Job Title:</b>                | Network Manager  |
| <b>Reports to:</b>               | Business Manager   |
| <b>Staff responsibility for:</b> | ICT Technician   |
| <b>Liaising with:</b>            | School leadership team, teaching & support staff, external agencies and parents.       |
| <b>Salary scale:</b>             | G8   |
| <b>Term:</b>                     | 37 Hours per week, full time, full year  |
| <b>Holiday Entitlement:</b>      | 24 days excluding bank holidays increasing to 31 days after 5 years continuous service |
| <b>Hours of work:</b>            | Between 7.30am and 4.15pm as agreed with line manager                                  |
| <b>DBS:</b>                      | Enhanced   |

### Job Purpose

The Network Manager will take lead responsibility for the development and maintenance of the computer network and support to its users. They will proactively manage the development, implementation, availability and security of an effective ICT infrastructure and processes and assist in the reactive technical and diagnostic ICT support within the School. You will be responsible for our social media and e-communications operation and support the use of technology to promote and profile the creative and performing arts.

### Primary Duties and Responsibilities

#### Relationships

- Develop and maintain a constructive, positive working relationship with staff and students to ensure the smooth running of the School's ICT provision.
- Work closely with the Headteacher and School Business Manager to ensure the School's ICT systems, resources and facilities and any relevant projects are managed effectively.
- Provide technical support regarding ICT hardware and software incidents, queries and problems. Trouble shoot, provide support and training to resolve issues.
- Maintain productive working relationships with external service providers, manufacturers and suppliers to ensure that the best possible value and service is received.
- Ensure all written and electronic data entry, e-mails, reports, records and other documentation are completed in an accurate, comprehensive and timely manner.
- Work collaboratively with external support agencies, share best practice, knowledge, ideas and advice to continually improve ICT support within the School.
- Provide information as required and liaise regarding projects and initiatives.

#### People Management

- Advise, guide and instruct staff and students in the use of ICT systems and equipment.

#### Resource Management



- Be responsible for the support and maintenance of ICT resources such as computer hardware and software, projectors, interactive equipment and desktop/laptop workstations.
  - Ensure that hardware and software audits are maintained and that a knowledge base is kept on hardware and software systems accordingly.
  - Act as a point of escalation for all network systems by investigating and resolving issues.
  - Ensure adequate and secure storage of consumables and valuable equipment.
  - Be responsible for integrity of the whole School ICT system.
  - Ensure effective procedures and processes are in place and antivirus software is up to date.
  - Manage the development and update of the ICT system including large system upgrades, overhauls and projects as required.
  - Be responsible for the procurement of ICT hardware, software and services for the School.
  - Set up computing and audio-visual equipment for events as required.

### **Decision Making**

- Provide relevant guidance in decisions regarding School ICT policies and procedures.
- Investigate inappropriate use of ICT resources.
- Monitor and manage access to particular websites to ensure safeguarding.
- Make system and configuration changes in line with appropriate procedures to meet the needs of the School.
- Be able to organise and prioritise workload effectively responding to School requirements.

### **Work Demands**

- Be able to work to deadlines but also be flexible to deal with frequent ad hoc requests and unforeseen circumstances which can be lengthy to resolve.
- Able to work with and assimilate detailed and complex information which requires periods of mental concentration.
- Understand and apply the School's statutory and organisational data protection requirements and expectations.

### **Physical Demands**

- Role involves a considerable amount of computer-based work so DSE regulations will apply.
- Moderate physical effort required the job will involve some lifting, carrying and installation of workstations.
- May involve working at heights when fault finding or testing.

## **General Notes**

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. Your role will play a significant part in the monitoring of highlighted students as part of the safeguarding process. An enhanced DBS disclosure is required by all staff. Whilst this role does not work directly with students you will be based on site and have regular access to students and are therefore in regulated activity.

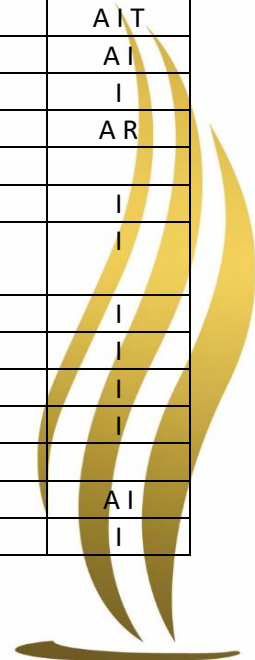
## **School Ethos**

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. Promote actively the school's corporate policies.
4. Adhere to and support the school's dress code for staff and Code of Conduct.



## PERSON SPECIFICATION - Network Manager

| CATEGORY  | ESSENTIAL/<br>DESIRABLE | SOURCE  |
|---|-------------------------|---------|
| <b>QUALIFICATIONS &amp; ATTAINMENTS</b>   |                         |         |
| NVQ Level 3/4 or equivalent qualification in a relevant discipline  | E                       | A       |
| Excellent numeracy and literacy skills  | E                       | A       |
| Microsoft systems certification   | D                       | A       |
| Evidence of relevant and continuing professional development  | D                       | A I R   |
| <b>EXPERIENCE</b>   |                         |         |
| Good working knowledge of Microsoft systems, Windows 10, Server 2019, Azure AD, Group Policy, DNS, DHCP, Microsoft Office Apps for Enterprise, Office 365 | E                       | A I R P |
| Experience of negotiating and monitoring contracts  | D                       | A I R   |
| A successful track record of innovation and forward-thinking to the management of change  | E                       | A I R   |
| Excellent knowledge of ICT hardware and software systems  | E                       | A I     |
| <b>SKILLS &amp; KNOWLEDGE</b>   |                         |         |
| An awareness of current issues facing schools and education   | E                       | A I     |
| An appreciation of the different levels of accountability within the school structure   | D                       | A I     |
| Knowledge of MIS systems  | E                       | A I     |
| Knowledge of Wi-Fi systems  | E                       | A I     |
| Evidence of leadership qualities and the ability to manage people successfully  | D                       | A I R T |
| Familiarity with performance management requirements and procedures   | D                       | A I     |
| Ability to identify opportunities for improvement in services   | D                       | A I R   |
| Evidence of effective negotiating skills  | D                       | A I     |
| Full working knowledge of relevant policies, codes of practice and legislation of ICT and UK GDPR   | E                       | A I     |
| Ability to lead, organise and motivate other staff  | E                       | A I     |
| <b>PERSONAL QUALITIES</b>   |                         |         |
| A friendly and approachable nature  | E                       | I R     |
| 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     |
| Maintain confidentiality where appropriate  | E                       | I R     |
| Adaptable, flexible, diplomatic, tactful and committed to success   | E                       | I R     |
| Excellent organisation, time and resource management skills   | E                       | A I T   |
| Excellent oral and written communication skills at all levels   | E                       | A I     |
| Tact and a sense of humour  | E                       | I       |
| Good attendance record  | E                       | A R     |
| <b>STAFFING</b>   |                         |         |
| A commitment to equality of opportunity and fair treatment of all staff and pupils  | E                       | I       |
| A willingness to develop, promote and participate in employment policies and procedures   | E                       | I       |
| Willingness to participate in the staff review and development process  | E                       | I       |
| An ability to identify training needs   | E                       | I       |
| An ability to contribute to the design and delivery of a programme of staff development   | E                       | I       |
| Willingness to continue personal development in relevant area   | E                       | I       |
| <b>CORPORATE RESPONSIBILITY</b>   |                         |         |
| Commitment to and the ability to support the distinctive ethos of the school  | E                       | A I     |
| Willingness to work occasional unsocial hours   | E                       | I       |



## **Privacy Notice – Job Applicants - Lowton Church of England High School**

Lowton Church of England High School is committed to protecting the privacy and security of your personal information. 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 General Data Protection Regulation (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.

We are required under data protection legislation 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 privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### **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.

### **The 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;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references.

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, 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 into 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.

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 in order 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 into a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

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. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

#### **How We Use Particularly Sensitive Information:**

Sensitive personal information (as defined under the 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;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or 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.

How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

### **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.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

#### **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. However, 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). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

#### **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 Headteacher. 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 Headteacher 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 Headteacher then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Education

Data Protection Officer Details: 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

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.

