



**BISHOP RAWSTORNE**  
Church of England Academy

# ICT NETWORK MANAGER



**Recruitment Pack**

# Welcome from our Headteacher

Thank you for your interest in this role at Bishop Rawstorne. Bishop Rawstorne was established in 1960 with the vision of providing a Christian education for the children of the foundation parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin. As the academy has grown we have expanded to include nine other named parishes and in some years take students from even further afield.



Our academy is oversubscribed every year. Our current intake number is 190, but with appeals we have had as many as 200 students starting Year 7 with us. Parents choose to send their children to us because of our outstanding reputation both locally and regionally. Our students and staff work together to achieve outstanding results year on year. This year our headline figures were 9-4 English and Maths 87.5%, 5 standard passes including English and Maths 83.3%, Average Total Attainment 8 59.17, EBacc strong pass 45.3% and EBacc standard pass 56.3%.

As a Church of England Academy, we are mindful of our academy motto 'fortiter et fideliter – bravely and faithfully' which helped to shape our vision of being a Christian community delighting in seeking wisdom and knowledge, building relationships and character based upon the Word of God, enabling us all to flourish bravely and faithfully. This borrows heavily from James 3:17 which talks about wisdom from heaven being pure, peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. This isn't just a tokenistic vision, written down for future inspection teams, but describes how we expect all of our students, staff, governors and parents to work together and to behave in school and also in the wider community. We need staff who fully buy in to this vision and personify this in their everyday interactions at school, whether that be with a student in a classroom, another member of staff or a parent. To achieve this, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

Technology plays a crucial role in our mission and this is an exciting time to join us as we continue to invest in emerging and secure ICT systems. As our ICT Network Manager, you will be instrumental in ensuring a progressive digital infrastructure not only for now, but into the future. If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our students then we look forward to receiving your application.

Paul Cowley  
Headteacher



# Our Values

## Our Vision

Bishop Rawstorne is a Christian community that delights in seeking wisdom and knowledge, building relationships and character based upon the Word of God, enabling us all to flourish bravely and faithfully.

## Our Academy Verse

*"But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere."*

**James 3:17**



## Our Values

Our Christian roots are the framework for the 'character education' of our daily school life. All curriculum and enrichment activities are led to help students grow in a school community that cultivates Godly values.

### HOPE



#### **We believe every day is a fresh start**

Every day provides the opportunity for a clean slate. Every day we strive to access our full potential, in order to fully flourish.

### FELLOWSHIP



#### **We build community through shared goals**

The school is a fellowship – a community of different people sharing the same goal and working together to succeed. Together we achieve more.

### SERVICE



#### **We choose to serve rather than be selfish**

We recognise the different ways we work and support each other in school and in the local community. We acknowledge success – and the service that is provided.

### WISDOM



#### **We strive to maximise learning outcomes for all**

We are constantly strengthening our teaching expertise and professional knowledge. We believe all students deserve the right to a good quality classroom education.

### COMPASSION



#### **We reach for compassion in place of anger**

We treat each other with care and compassion on a daily basis. We strive to achieve our very best, whilst helping each other to overcome the challenges we face.

### PEACE



#### **We work to foster peace over aggression**

We value the need for peaceful reflection and worship. We embody the Christian ethos in everything that we do and encourage our community to be reflective practitioners.



## JOB DESCRIPTION

JOB ROLE:	ICT NETWORK MANAGER
SALARY GRADE:	GRADE 9 – POINT 30 (£40,777) TO POINT 35 (£46,142)
HOURS:	37 HOURS PER WEEK, FULL YEAR
REPORTING TO:	DEPUTY HEADTEACHER
CLOSING DATE:	12 NOON – THURSDAY 02 OCTOBER 2025

### PURPOSE OF THE ROLE

As the school's lead ICT professional, the ICT Network Manager provides strategic direction and operational leadership for all digital systems and infrastructure. The postholder combines technical expertise with vision to ensure resilient, secure and future-focused ICT that enables teaching, learning, safeguarding and administration to flourish. They will shape the school's digital strategy, drive secure cloud adoption and ensure services are reliable, value for money and safe.

### KEY RESPONSIBILITIES

#### Overview

- Deliver the agreed ICT strategy and manage the school's ICT infrastructure, in line with the School Improvement Plan.
- Ensure the effective delivery of IT across all business functions and throughout the curriculum.
- Manage the school's ICT helpdesk and troubleshooting services.
- Maintain and upgrade software applications, keeping up-to date with technological developments within the education sector and wider industry.
- Champion secure, sustainable innovation – ensuring platforms are scalable, resilient and value for money.
- Deliver a customer friendly service to all end users.

#### Organisation

- Take overall responsibility for the running, organising and development of the ICT support department.
- Ensure the development and maintenance of all networked services.
- Provide ongoing support with file servers, networking equipment, printing and system back up and storage systems.
- Oversee network administration, including set up of all new users, controlling access rights and file space allocation.
- Manage the installation, distribution and upgrading of application software on the school's networks.
- Maintain a high level of security, including fire walls, anti-virus software, access control systems and data back up.
- Monitor and review the effectiveness and efficiency of ICT systems and equipment, making recommendations for improvements as required.
- Develop strategic plans to meet the future ICT needs of the school and provide technical assistance on the procurement of ICT hardware and software.
- Maintain and where necessary create in-depth technical documentation for all systems and processes.

## Security, Data and Compliance

- Deliver a tested backup/restore strategy (including offline/immutable copies) and schedule regular DR/BCP exercises with documented outcomes.
- Prove recoverability with scheduled test restores (monthly spot checks; quarterly end-to-end) and documented targets; maintain DR runbooks and run termly BCP/DR exercises with lessons learned.
- Develop and maintain appropriate incident response plans and lead any necessary containment, eradication and recovery (liaise with SLT and the DPO; complete post-incident reviews and statutory reporting to the ICO where applicable).
- Take the lead on cyber security and ensure compliance with UK GDPR/Data Protection Act 2018, DfE Cyber Security Standards, NCSC guidance and school policies.
- Risk, assurance & RAG: operate termly RAG reporting to SLT/governors against DfE/NCSC standards; run continuous vulnerability scanning; set patch/firmware SLAs; track remediation (including pen-test actions).
- Ensure KCSIE/Prevent compliance through effective filtering/monitoring, email/web protections, SafeSearch/YouTube restrictions and clear alert/response workflows.
- Data protection by design: enforce least-privilege access, MFA/Conditional Access, encryption (in transit/at rest), data retention and secure disposal/WEEE.
- Support GDPR/Data Protection: uphold retention schedules and lawful bases, complete DPIAs, assist with SARs and coordinate incident reporting with the DPO (and ICO where required).
- To ensure strict confidentiality in all areas of work.

## Support and Service Delivery

- Run a customer-focused ICT service with a clear service catalogue and agreed helpdesk Service Level Agreements.
- Provide 2nd/3rd-line escalation for complex incidents and problems; drive root-cause analysis and permanent fixes; update the knowledge base to assist with future problem solving.
- Enable confident, safe use of technology through targeted staff training/briefings and publishing concise how-to guides.
- Maintain accurate documentation and records e.g. network diagrams, build standards, change logs, licenses and warranty information.
- Manage core operational processes end-to-end: joiners/leavers, device deployment, patching/updates, backup monitoring and test restores, capacity/performance monitoring and routine maintenance.
- Coordinate planned works and incidents with clear stakeholder communications, minimising disruption to teaching and safeguarding services.
- Drive continuous improvement via user feedback, ticket trend analysis and service reviews; prioritise accessibility and inclusion (assistive tech and reasonable adjustments).
- Ensure robust day-to-day delivery through standard operating procedures and change control so the service remains reliable, secure and consistent.

## Teaching and Learning

- Embed a cloud-first learning environment (Microsoft 365/Teams, OneDrive/SharePoint, Class Notebook) with clear standards and classroom-ready configurations.
- Support subject leaders to ensure smooth provisioning and app deployment via Intune, including assessment lockdown where required.
- Build teacher confidence through a rolling CPD offer (briefings, drop-ins, coaching), concise how-to guides and on-the-spot classroom support focused on pedagogy.
- Keep classroom technology lesson-ready (interactive panels, visualisers, audio) with proactive checks, rapid swap-outs and simple escalation routes to minimise lost learning time.
- Champion accessibility and inclusion using assistive features (e.g. Immersive Reader, live captions, dictation), personalised settings and reasonable adjustments.
- Promote safe, responsible use aligned to KCSIE/Prevent—age-appropriate filtering/monitoring, SafeSearch policies and digital citizenship awareness.

## Project Management

- Provide expert advice to the Senior Leadership Team SLT to shape the ICT project roadmap aligned to the School Improvement Plan.
- Own the end-to-end project lifecycle (initiation → planning → delivery → handover), defining scope, benefits, milestones, budget, resources and dependencies.
- Plan and deliver migrations, network upgrades, device refreshes and software rollouts with robust change control and classroom-aware scheduling (out of hours/INSET).
- Manage risk and compliance using appropriate systems, safeguarding/cyber considerations, licensing, asset tagging and health & safety for onsite works.
- Improve supplier performance and value for money by supporting the Business and Finance Manager with compliant procurement.
- Help prepare the organisation for change with concise communications, user guides and targeted training/CPD.
- Measure outcomes through post-implementation reviews and feed lessons learned into continuous improvement.

## Staff and Resource Management

- Hold regular team meetings with ICT support staff in order to brief them on any developments and address any issues arising
- Manage the performance of ICT support staff, undertake appraisals and promote their professional development.
- Oversee the recruitment and induction of new staff to the department and identify training and development needs.
- Maintain effective succession planning structures with the ICT department.
- Manage an in-house school ICT budget for purchases, repairs and consumable costs.
- Manage licences and contracts: keep an auditable licence register, ensure compliance, negotiate new/renewal terms and set/monitor SLAs and KPIs; conduct supplier reviews and market benchmarking to evidence value for money.
- Maintain a rolling 3–5-year lifecycle plan for devices, servers, Wi-Fi and software, aligned to warranties, vendor roadmaps and end-of-life/support dates, with sustainable procurement and WEEE-compliant disposal.
- Ensure there is appropriate IT support at school events.

## Safeguarding

- Promote and safeguard the welfare of children and young people in line with statutory guidance (KCSIE) and the school's policies.
- Ensure ICT systems actively support safeguarding through secure, age-appropriate web filtering, device/user monitoring, SafeSearch/YouTube Restricted Mode, clear alerting and auditable incident reporting.
- Implement and continually improve filtering/monitoring to the highest standard, providing assurance that online-safety risks and cyber threats are identified, mitigated and escalated promptly to the DSL/SLT with evidence logs and action tracking.
- Embed 'safeguarding by design' in all ICT changes (AUPs, DPIAs, least-privilege access, data minimisation) and support staff CPD on safe, responsible use of technology.

## Health and Safety

- Be willing to undergo first aid training, health & safety accreditation and update courses as appropriate.
- Be responsible for the safe use of equipment by staff and students in the workshop and ensure appropriate risk assessments are in place.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare



## STAFF CONDUCT

This is a Church of England Academy. All staff are expected to familiarise themselves with our Christian ethos and ensure it is maintained and wherever possible further developed. We expect our staff to be positive role models for all students, members of staff and visitors to the school and expect professional conduct based on mutual respect, good manners, politeness and common courtesies. The school expects staff to wear professional business dress mirroring our high expectations of the student dress code.

## GENERAL NOTES

The above responsibilities are not an exhaustive list and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and the Governing Body.

September 2025





# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Level 3 qualification in an IT related subject or significant relevant experience</p> <p>Evidence of ongoing professional development in ICT</p> <p>Minimum of 5 GCSEs (A*-C / 9-4) including English and Mathematics, or equivalent.</p>	<p>Degree in ICT, Computer Science or related field</p> <p>Professional certifications e.g. Microsoft, Cisco, ITIL, Cyber Essentials etc.</p> <p>Specialist training in safeguarding-related ICT systems (filtering/monitoring)</p>
EXPERIENCE	<p>Experience managing complex ICT environments</p> <p>Confident with the management of ICT networks, hardware and software</p> <p>Significant experience with server administration, managing firewalls and cyber security</p> <p>Successful delivery of ICT projects and change management</p> <p>Helpdesk management and troubleshooting</p> <p>Experience of managing staff and promoting staff development</p>	<p>Previous experience working in an education setting</p> <p>Familiarity with educational software and applications</p> <p>Experience working with cloud technologies</p> <p>Experience with managing budgets and with procurement</p> <p>Familiarity with Cyber Essentials Plus and NCSC standards</p>
SKILLS AND QUALITIES	<p>An effective communicator with all stakeholders</p> <p>Resilient, proactive and enthusiastic when solving problems</p> <p>Flexible, highly organised and able to handle multiple tasks and prioritise under pressure</p> <p>A can-do attitude, where no job is too big or small</p> <p>Always works with integrity and maintains confidentiality</p>	
COMMITMENT	<p>To the mission statement and aims of a serving Christian school.</p> <p>To the highest standards of safeguarding and child protection</p> <p>To equal opportunities and putting equality policies into practice</p> <p>To school improvement and to working to improve the life chances of all our young people.</p> <p>To continuous professional development</p>	



# The Appointment Process

These notes are intended to guide you when making an application:

## **1. The Application Form**

Complete the application form fully and accurately, including exact dates. The form should be typed. You are requested to submit a concise application.

## **2. Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

## **3. Current Role**

Make it clear what your present post is, which establishment you work in and who your employer is.

## **4. Previous Employment**

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example: any career breaks (and reasons), voluntary work etc.

## **5. Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions (one should be your current employer). We may need to contact them at short notice so please be specific with regard to contact addresses including email and telephone numbers.

## **6. The Supporting Statement**

You should make a statement that demonstrates how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 12 font.

## **7. Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage.

## **8. The Interview Day**

Candidates will have the opportunity to meet staff and students and see the school at work. There will be a selection of interview activities on the day. All candidates should bring a completed copy of the confidential disclosure form with if invited for interview.

## 9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

## 10. Selection for Appointment

Any offer of employment is subject to satisfactory references, clearance through the Disclosure & Barring Service, provision of your National Insurance Number and in order to comply with the Immigration, Asylum and Nationality Act 2006, evidence of right to work in the United Kingdom.

## 11. Arrangements for Applications

When you have completed your application the completed form and supporting statement should be emailed to the Headteacher at [recruitment@bishopr.co.uk](mailto:recruitment@bishopr.co.uk) by the closing date.

**Thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event, we wish you every success in any future applications you make.**

