



Recruitment Pack

Network Manager

ROLE

Contract: Permanent, Full Time

Closing Date: 7th July 2025

Salary Range: Grade P01 (£37,035 - £39,513 FT/AYR, pay award pending)

Thank you for your interest in the role of Network Manager at Wetherby High School, this is an exciting opportunity for a talented individual to join our Team.

At Wetherby High School all our staff are deeply committed to ensuring every child receives an outstanding education. Our curriculum, teaching and pastoral care enable students to achieve at the highest academic level, unlocking doors to the future of their choice.

Our staff and students are ambitious to be the best version of themselves. That ambition extends way beyond their academic excellence. We want our students to reach their full potential academically and as young people moving into adulthood. We understand that central to this is developing character and a sense of social responsibility.

We place the children and their personal success at the heart of all our work which means that sometimes we do not take the easiest path, but the path that is right for each individual child. We know that when a child feels safe, happy and supported they thrive.

Strong relationships, developed through our coaching groups and staff circles, are a critical feature of our close and caring school community. Simply put we know our staff and children well and this ensures we offer a supportive and fulfilling learning environment with lots of opportunity to develop leadership potential in staff and children.



“Working at Wetherby has shown how fundamental and necessary relationships are in teaching. I've loved being a coach and supporting students to thrive, academically as well as pastorally.” Casey, Teacher of English

Our strong and distinct **Values** underpin all the work we do, they are lived out day to day in our policies, practices and interactions.



Our commitment to a **Restorative Practice** approach benefits both children and staff supporting the development of strong relationships which ensure everyone feels valued and listened to. This high support and high challenge approach way of working with pupils and staff supports wellbeing through the development of:

- a feeling of belonging and acceptance
- a sense of school community all moving in the same direction
- understanding how actions can affect others
- helping to choose to and want to do the 'right thing'
- developing social and emotional literacy
- developing character and a sense of civic responsibility
- learning how to move through conflict constructively together



The **Coaching Programme** at Wetherby High School is fundamental to 'knowing our children well' and in forming the strong relationships that are crucial for our school community. Coaching groups have approximately ten students (coachees) and one member of staff (coach). The groups are 'vertical' meaning they consist of coachees from Year 7 to Year 11. We meet as coaching groups three times a week; a Monday morning, Wednesday afternoon and Friday afternoon.



Our **House Structures** provide a further sense of belonging for our pupils and staff. As well as encouraging a strong positive competitive drive through inter-house competitions and events, pupils are encouraged to engage in a wide range of enrichment activities and opportunities, ensuring an inclusive approach for all.



Welcome from the Headteacher

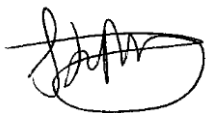
Many thanks for expressing an interest in the post of Network Manager. I hope you find the enclosed information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community planned be ready in the near future.

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing excellent IT support to colleagues and students across school. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills. Wetherby High School is committed to providing high quality continuous development for all our staff. Our wide range of enrichment, extra -curricular activities and community builders provide our staff with opportunities to get involved and share their interests and hobbies alongside their professional knowledge and expertise.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully





“The sense of community is what I love the most about working at Wetherby. There are so many opportunities to build relationships with not only children, but other members of staff. It is those strong relationships that allow us to support and challenge each another to ensure the very best provision for children each day” Sarah, Leader of Science

Job Description

Job Title:	Network Manager
School:	Wetherby High School
Pay Range:	P01
Responsible to:	Network Director / Operations Director



Job Purpose:

To manage, maintain, and develop the school's ICT network infrastructure, ensuring robust, secure, and efficient systems that support teaching, learning, and administration.

The Network Manager will lead the ICT Team to ensure they deliver high-quality front-line support to staff and students, and work closely with senior leadership to align technology with the school's strategic goals.

The Network Manager will promote a strong customer service ethos within the ICT team, ensuring that all users receive timely, respectful, and effective support. This includes managing helpdesk operations, setting service standards, and fostering a culture of responsiveness, professionalism, and continuous improvement.

The role also includes responsibility for the school's Audio Visual (AV) systems and resources. This involves managing AV equipment for assemblies, performances, presentations, and other school events, including resolving issues. The postholder will also coordinate AV support and training for staff and students. The postholder will supervise AV technicians or ICT technician teams and ensure that AV systems are well-maintained and effectively integrated into school life.

In addition, the Network Manager will support the school's internal and external communications through digital media. This includes overseeing the technical aspects of Wetherby High TV, the maintenance of the school website and contributing to the publication of a school newsletter. The role requires an awareness of video editing software, digital content creation, and an understanding of professional publication standards to ensure high-quality, engaging communication outputs.

Key Responsibilities:

Network and Infrastructure Management

- Oversee the day-to-day operation, maintenance, and development of the school's ICT infrastructure, including servers, switches, wireless networks, and end-user devices.
- Ensure the network is secure, resilient, and compliant with data protection regulations (e.g., GDPR), alerting staff as appropriate to emerging threats to data security.
- Anticipate and plan for major developments of the ICT service and project manage their implementation.
- Monitor system performance and implement upgrades or improvements as needed.
- Develop, implement, and regularly test backup and disaster recovery procedures to ensure data integrity and business continuity in the event of system failure, cyberattack, or other disruptions.
- Carry out risk management analysis on ICT/Network systems advising SLT of issues relating to security, data protection and safeguarding.
- Maintain documentation of network architecture, configurations, and recovery protocols.
- Manage and maintain the school's web servers, ensuring websites are secure, up to date, and aligned with school branding and communication standards.
- Ensure the school website and SharePoint/Teams sites are regularly updated with accurate and timely school information, supporting communication with students, staff, and parents.

Front-Line ICT Support and Customer Service

- Lead the ICT support team in delivering high-quality, responsive technical support to staff and students.
- Manage the helpdesk system, ensuring timely resolution of issues and clear communication with users, tracking and monitoring efficiency and outcomes.
- Promote a culture of excellent customer service, professionalism, and user empowerment across the support team.
- Oversee the effective and efficient running of the school's student and staff portals.
- Provide specialist in-school support for complex requests; perform advanced troubleshooting on PCs, peripherals and applications. Advise on compatibility of hardware, applications and operating systems, according to user requirements.

Audio Visual (AV) Systems and Event Support

- Manage and maintain AV equipment used across the school, including projectors, sound systems, and digital displays.
- Co-ordinate the provision of technical support for school events such as assemblies, performances, and presentations.
- Support development in the use of AV tools and supervise AV technicians or student tech teams.
- Ensure the schools online presence is current and responsive to the needs of the school. Including the maintenance the school website.

Digital Communications and Media Production

- Support the technical delivery of the school's internal and external communications, including a school TV production and digital newsletter.
- Assist with video recording, editing, and publishing using appropriate software and platforms.
- Ensure all digital content meets professional standards for quality, accessibility, and branding.

Team Leadership and Development

- Line manage ICT support staff, including performance reviews, training, and professional development.
- Develop the expertise of others in emerging technologies
- Allocate tasks effectively and ensure the team operates efficiently and collaboratively.
- Contribute to strategic planning for ICT and digital development across the school.

Procurement and Asset Management

- Manage the procurement of ICT and AV equipment and services in line with school policies and budgets.
- Maintain accurate records of hardware, software, and licensing, keeping the schools Asset Register up to date.
- Liaise with external suppliers and service providers to ensure value for money and quality service delivery.
- Oversee appropriate ordering, stocking and replenishing of ICT/AV consumables to ensure minimal disruption to ICT services.

Budget and Financial Management

- Develop and manage the ICT and AV budget in collaboration with the school's leadership and finance team.
- Monitor expenditure, forecast future costs, and ensure cost-effective use of resources.
- Provide financial reports and recommendations to support strategic decision-making and long-term planning.

Compliance and Safeguarding

- Ensure all ICT, CCTV and AV systems comply with relevant legislation, school policies and contractual obligations, including safeguarding and online safety.

- Support the school's safeguarding procedures by maintaining secure systems and access controls, working with SLT and the Safeguarding Team to manage and develop filtering and monitoring in line with Keeping Children Safe in Education.
- Liaise with the Data and Assessment Manager regarding IT requirements for Exams, SARs and FOIs as required.
- To support the school's response to external requests for data including SARs and FOI requests ensuring that we respond to these requests in-line with current legislation, seeking specialist advice as required.

General Duties

- Maintain confidentiality and data security in line with school policies and legal requirements.
- Work collaboratively with teaching and support staff to ensure ICT, AV, and communication services meet the needs of the school community.
- Provide technical support for school shows, performances, and events as required, including evenings or weekends where necessary.
- Participate in relevant training and professional development to keep skills and knowledge up to date.
- Attend and contribute to staff meetings, planning sessions, and school-wide initiatives.

Health and Safety

- You may be required to work at height using the appropriate equipment. (Full training will be provided)
- You have specific responsibilities under Health & Safety legislation to ensure that you:
 - Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
 - Cooperate on all issues involving health and safety
 - Use work items provided for you correctly, in accordance with training and instructions
 - Do not interfere with or misuse anything provided for your health, safety or welfare
 - Report any health and safety concerns to your line manager as soon as practical

General duties:

- To support school events and attend as required.
- To undertake duties as may be required by the Headteacher and / or Senior Leadership Team when needed.
- To adhere to school policies and procedures.
- Build excellent relationships with the wider school community.

We expect all our staff to:

- Be a coach to a small group of students.
- Support and uphold the school ethos.
- Commitment to Restorative Practice.
- Play a role in the implementation of the School Improvement Plan, through departments' input.
- Display commitment to the protection and safeguarding of children and young people.
- Continue their personal development.
- Participate in school events (on evenings and weekends)
- Support duties during the school day
- Participate in Flexible learning activities

Given the nature of the role, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post.

Any Special Conditions of Service:

- There is a requirement to submit to an Enhanced Disclosure and Barring background check.
- There may be a need to occasionally work outside of school hours and off school premises by the school.
- No smoking policy.

Wetherby High School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

We promote diversity and want a workforce which reflects the population of Leeds

Person Specification

Network Manager		
KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"> Level 4 qualification in IT/Network Engineering (e.g., HNC, HTQ, relevant apprenticeship) Current Industry IT Professional Management Qualification 	<ul style="list-style-type: none"> Degree in Computer Science or related field PRINCE2 Foundation certification
EXPERIENCE:	<ul style="list-style-type: none"> Proven experience managing ICT networks in a school or similar environment Experience supporting Windows Server, Active Directory, Office 365 	<ul style="list-style-type: none"> Experience with MIS systems (e.g., SIMS) Experience managing hybrid environments (cloud/on-prem)
TRAINING:	<ul style="list-style-type: none"> ITIL Foundation or equivalent service management training Microsoft or Cisco certified (e.g., MCSA, CCNA) CompTIA Network+ or equivalent Cyber security awareness training (e.g., Cyber Essentials, CompTIA Security+) 	<ul style="list-style-type: none"> Training in safeguarding and online safety equivalent project management training Cisco certifications (e.g., CCNA, CCNP) Apple Certified Support Professional (ACSP) or JAMF training Linux+ or equivalent open-source systems training Advanced cyber security certifications (e.g., CISSP, CEH)
SKILLS:	<ul style="list-style-type: none"> Strong technical troubleshooting and problem-solving skills Ability to manage AV systems and support school events Budget and procurement skills Experience configuring and maintaining Cisco switches, routers, and wireless controllers Ability to manage and support enterprise-level network infrastructure Understanding of VLANs, routing protocols, and network segmentation in a Cisco environment Experience managing and updating web servers and school websites Understanding of web security best practices and data protection in online environments 	<ul style="list-style-type: none"> Video editing and media production (Adobe CC, Final Cut Pro, Adobe Premiere) Cisco Certified Network Professional (CCNP) or equivalent Experience with cloud-managed networks Experience designing scalable network architectures Experience with HTML/CSS or basic web development Experience integrating web content with school communication strategies Familiarity with CMS platforms (e.g., WordPress, Joomla)
COMPETENCIES:	<ul style="list-style-type: none"> Excellent communication, interpersonal, and team leadership skills Strong organisational and time management skills, with the ability to prioritise effectively High level of attention to detail in technical documentation, configuration, and support Ability to remain calm and solution-focused under pressure or during system failures Strong customer service ethos and a proactive, user-focused approach 	<ul style="list-style-type: none"> Ability to train and support staff and students in digital tools
CIRCUMSTANCES PERSONAL:	<ul style="list-style-type: none"> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients (DBS check required). Willingness to work flexibly, including evenings and weekends for school events Commitment to continuous professional development 	<ul style="list-style-type: none"> Involvement in extracurricular or enrichment activities
SAFE-GUARDING:	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people Understanding of GDPR and data protection in schools 	<ul style="list-style-type: none"> Experience implementing safeguarding protocols in ICT systems

Staff Benefits



Wellbeing and Fitness

Bodyline Fitness Membership

Flexible membership with a 30 day cancellation notice period at the same rate as annual membership.

Discounted Hairdressing and Beauty Service

Leeds City College – the Salon Leeds
0113 245344

Discounts on all services (some via appointment only)

Book via www.thesalonleeds.co.uk

Simplyhealth (Leeds Hospital Fund)

Access to discounted health benefits

APL Smart Clinic

Access expert support and advice for life's ups and downs 24/7, 365 days a year.

Access support when you need it, including counselling, physiotherapy and stress management

Leisure and Shopping

Vivup Employee Benefits

www.vivup.co.uk/users/sign_up

Under organisation choose: Leeds City Council – VA Schools

Discounts for Teachers

(available to all school staff)

www.discountsforteachers.co.uk

Teacher Perks

(available to all school staff)

www.teacherperks.co.uk

Services

Commuter Travel Club

Discounts on bus tickets

www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information

O2 offer

Up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 Refresh.

With the employee discount programme, O2 Open using code LCC17.

www.o2.co.uk/open

Employment Benefits

Access to a good pension scheme

Through either the **Teachers Pension Scheme** or **West Yorkshire Pension Scheme**

National College Membership

www.nationalcollege.com

Wetherby High School CPD

Access to a wider range of personalised, bespoke CPD

Generous holiday allowance

Generous Maternity, Paternity and Adoption policies

Application Form

Please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). We require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process.

The supporting information section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form, if you send us this electronically we will ask you to sign this at the interview and assessment stage.

Interview and Selection Process

Applicants who best meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the School if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Pre-employment checks:

References

If you are short listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

Online Checks

Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview. The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Disclosure and Barring Check.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Checks will also be made against the Barred List. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

All such checks must be satisfactory before we confirm any offer of an appointment

As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'.

For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Statement on the recruitment of ex-offenders below.

Medical Assessment

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2023 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

- Planning and preparing lessons and courses for students
- Delivering* lessons to students;
- Assessing the development, progress and attainment of students; and
- Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Overseas Checks

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have successfully completed their statutory induction.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age

Statement on recruitment policies, including the recruitment of ex-offenders

Further information about our recruitment policies and procedures, including our policy statement regarding the recruitment of ex-offenders is available on the recruitment pages of our school website. As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

We will send shortlisted candidates a disclosure form to complete prior to interview. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants should therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

Please refer to the flow charts on our website to determine convictions and cautions that should be disclosed. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Privacy Notice for Applicants



This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The categories of information that we process include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

Why we collect and use workforce information

We use job applicants’ data to:

- a) enable us to confirm relevant experience and qualifications
- b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c) enable us to monitor equalities
- d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). **processing is necessary for compliance with a legal obligation to which the controller is subject.** and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools [IRMS Schools Toolkit - Information and Records Management Society](#)

Who we share job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@wetherbyhigh.co.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in July 2024

Contact

If you would like to discuss anything in this privacy notice, please contact: **Richard Lewis-Ogden, Data Protection Officer** - DPO@bywaterkent.co.uk