Lowton
Church of England High School

Role:	School Administrator
Contract:	Permanent. Term plus one week*
Hours:	Full time 37 hrs\week Four days: 8.00 am – 4.00pm One day: 8.00 am – 3.30 pm (day to be agreed)

*Term time working means you will only work when the school is open. You will work an additional 5 days over the academic year in agreement with your line manager. Please contact us for an informal discussion and more information.

Salary Range:	NJC G5 – points 8-14 This equates to: £22,970 - £25,296 pa FTE: £26,823 - £29,539 pa



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 and detail-focused School Administrator to support the smooth day-to-day running of our school.

This is a varied, multi-layered role at the heart of the school. You will provide high-quality administrative support across curriculum and attendance data, exams administration, admissions, pastoral administration, and staff recruitment, working closely with the Data, Timetable and Curriculum Manager, the Exams Manager and the Senior Pastoral Lead. No two days are quite the same: one day you might be maintaining marksheets and trackers, the next supporting a Parents' Evening, issuing attendance letters, or helping with GCSE results week.

We are seeking a conscientious, highly organised individual with a keen eye for accuracy, who can manage competing deadlines calmly and maintain a high degree of confidentiality when handling sensitive information. You will work well as part of a close-knit team, be comfortable using IT systems including the school's MIS, Word and Excel, and bring a flexible, can-do approach to a busy environment.

Positive relationships and high expectations of our students and ourselves are central to our culture, and we are looking for someone who shares those values in everything they 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.

About you

We are looking for someone who takes genuine satisfaction in getting the details right — the kind of person who notices an error on a piece of work before it is sent, not after.

This role sits at the centre of school life, and the pace of work reflects that: data input and reports, correspondence, records, telephone enquiries from parents and face to face enquiries from students, and the many smaller tasks that arise alongside them. The successful candidate will need to maintain a high standard of accuracy while working at pace, ensuring that a busy morning does not come at the expense of quality.

We are not looking for someone who waits to be told what to do next. Where something needs attention, or could be done more effectively, we want you to take the initiative and act on it. We are looking for someone who takes pride in their work and is committed to completing every task to the required standard.

Previous experience in a school is not essential, as full training will be given to bring you up to our standards. What matters most is a genuine interest in office-based work, together with a working knowledge of Microsoft Word and Excel — you do not need to be an expert, but you need to be confident and willing to learn.

What we are looking for:

· A high level of accuracy and attention to detail, particularly in relation to records, data and correspondence, where errors can have a significant impact

· A genuine sense of pride in your work and a commitment to seeing tasks through to a proper standard

· The initiative to identify and resolve issues without requiring constant direction

· The capacity to work at pace and manage a demanding workload in a busy school office

· A strong and consistent work ethic that colleagues can rely on

· A working knowledge of Word and Excel, and a genuine interest in office administration

We would welcome applications from candidates who recognise these qualities in themselves.

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

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

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: recruitment@lowtonhs.wigan.sch.uk with your details and a member of staff will get in touch.
- **Closing date: 6th December 2026**
- **1st Interview by Zoom: TBC**
- **Formal Interview Date: TBC**

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.

You are not required to complete the Faith Supporting Information section of the application form.

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
School Administration Assistant Job Description

Lowton Church of England High School – Job Description	
Job Title:	School Administrator
Reports To:	Data, Timetable and Curriculum Manager
Liaising with:	Senior Leaders, Pastoral Staff, Heads of Department
Salary Scale:	NJC G5
Term:	37 hours/week term time plus one week Permanent post
DBS:	Enhanced

Job Purpose:

- To provide administrative support for all aspects of school curriculum data collation and entry, attendance data collation and entry, exams administration support
- to provide support for general administration throughout the school as required.

The tasks allocated to this role may vary based on the business support needs of the school

Administration support

- Support with the administration required to compile the weekly staff bulletin.
- Support with the administration required to during the process of staff recruitment

Attendance

- Support the work of the attendance team by providing data support and cover for roles when required.
- Complete the administration for EPN fines
- Issue pastoral letters and emails to parents
- Support with the attendance phone line and email address throughout the day and amend register codes accordingly
- Manage, monitor and quality assure attendance codes for accuracy in line with current DfE Guidance
- Support the administration and recording of attendance to extra-curricular activities
- Undertake attendance administration, ensuring that registration is recorded accurately and promptly
- Proactively review and rectify attendance administration issues such as missing registers, irregularities in student marks, or unexplained absences then speak to staff, students and parents to rectify these issues as required

Data Support

- Provide a high level, efficient administrative service to the school's Data, Timetable and Curriculum Manager, to the Exams Manager and to the Senior Pastoral Lead
- Set up and maintain marksheets and trackers and operate the school's MIS as required to support the monitoring of attendance and attainment data
- Assist with the creation of high-quality student reports in the school's MIS
- Assist with the administration of quality assuring and distributing school reports
- Support with the reporting to parents process ensuring that assessment calendar timelines are adhered to
- Assist with the running or Parents' Evenings under the direction of the Data, Timetable and Curriculum Manager
- Provide practical support during GCSE exam results week
- Liaise with parents, students and school staff on relevant issues
- Assist in the case of an emergency evacuation by printing student registers and distributing as per school procedure
- Support with the administration required as part of the school's examinations processes under the direction of the school's exams manager
- Assist as necessary with the facilitation of examinations
- Support with the issuing of letters, reports and other documentation to parents via email, electronic message or other formats as required
- Assist with the data and curriculum administration process for new intake and mid-year admissions
- Assist with the administration of the Options process
- Undertake a range of administrative duties and IT based tasks

School Ethos:

- Help foster a positive culture by upholding the vision and aims of the school.
- Work co-operatively with, and in support of, everyone at the school.
- Work with pupils and staff in a courteous, caring and responsible manner.
- Communicate effectively both internally and externally.
- Work with visitors in such a way that it enhances the reputation of the school.
- 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.

General

- Provide cover for the Attendance Administrator during lunch break and times of short-term absence
- Attend training as and when required by the school.
- Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
- 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.
- Comply with the school's policy on Data Protection being particularly careful with sensitive personal information about children and the school.
- Adhere to and support all school policies.
- Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.

Lowton Church of England High School
School Administrator Person Specification

LOWTON CHURCH OF ENGLAND HIGH SCHOOL – PERSON SPECIFICATION		
Experience	**Essential/Desirable**	**Source**
Significant experience in an administrative role	D	
Can demonstrate ability to produce and maintain accurate records	E	
Can demonstrate ability to gather information and manipulate data	E	A I R
Experience of using SIMS software.	D	A I R
Experience of creating and using Excel spreadsheets	E	A I R T
Skilled in use of word processing and e-mail	E	A I R P
Significant recent experience of working in a busy office environment	E	A I R P
Able to cope with pressure of workload and timescales/deadlines	E	A I R P
Training and Qualifications	**Essential/Desirable**	**Source**
Educated to at least A level or equivalent or have relevant vocational experience	E	A
GCSE English and Maths (A-C) or equivalent	E	A
Knowledge, Skills and Understanding	**Essential/Desirable**	**Source**
Basic knowledge and understanding of education and child protection issues	E	A I R T
Can demonstrate good numeracy and literacy skills	E	A I R T
Understanding of Data Protection and the need to keep information confidential.	E	A I R
Able to make effective use of standard office computer systems including word-processing and spreadsheets.	E	
Ability to communicate effectively and relate well with adults and children with varying needs and abilities	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 own workload and meet deadlines	E	A I
Can demonstrate advanced IT skills using programmes such as Word and Excel to a high standard	E	A I R T
Ability to accurately record and collate information and data	E	A I R T
Ability to undertake general administrative duties within set deadlines	E	A I
An awareness of current issues facing schools and education	E	A I
Willingness to comply with all school policies	E	I
Willingness to continue personal professional development	E	I
Demonstrate a commitment to equality of opportunity and fair treatment for all	E	I
Personal Skills, Abilities and Competencies	**Essential/Desirable**	**Source**
Commitment to and the ability to support the distinctive ethos of the school.	E	A I
A personal and friendly nature	E	A I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I R
Work to a high level of accuracy and attention to detail, both written and numerical	E	A I T

Be kind, caring, inclusive and able to form good relationships with young people and colleagues.	E	I
Self-motivated.	E	I R
Strong digital skills.	E	I R
Work with a high level of integrity and discretion to hold confidential personal and sensitive data about students	E	
Problem solving skills to interpret information and situations and solve straightforward problems.	E	A I R T
Possess excellent organisational and time management skills to manage conflicting deadlines and meet deadlines.	E	I R
Ability to work independently and as part of a team in a busy and demanding environment.	E	I R
Ability to undertake general administrative duties within set deadlines.	E	A I
Quality of Written Application	**Essential/Desirable**	**Source**
Accurate completion of school application form.	E	A
Application which addresses person specification.	E	A
High standards in spelling and writing.	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

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) . 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 resolve 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
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Lead Contact: Craig Stilwell

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.