



Richard Lander School Truro



Application Pack

Senior Technical Analyst/Assistant Network Manager

Cornwall Council Grade 3 Step 1 (£31,870)
Permanent, following the completion of a 6-month probationary period
Start Date:

37 Hours per week Full Time



October 2025

Dear Candidate

Re – Senior Technical Analyst/Assistant Network Manager

Please find enclosed an application and details for the above post at this school.

The Role:

To lead in the successful operation of the School's computer networks and ICT facilities, including the provision of technical support for all the School/College's computer and electronic communication systems on a day to day basis and lead in the in the development of key ICT systems in accordance with the School/College's operational needs

If you would like discuss the post further or arrange a visit to the school please contact Mrs Harrison, Personnel Officer, on 01872 273750 or email vharrison@richardlander.cornwall.sch.uk.

This position is full time and permanent.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

We hope after reading our details and person specification that you will want to join our team.

Applications will only be considered on the attached application form. Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by noon Monday 10th November 2025.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

Yours sincerely

Mr Steve Mulcahy
Headteacher



Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1550 students on roll. Mr Steve Mulcahy has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good School.

We have an ARB for up to 15 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling 01872 273750 and asking for Mrs Harrison. Closing date for applications is midday on Monday 10th November 2025. Shortlisted candidates will be notified of the interview date.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an email.

- In line with Keeping Children Safe in Education 2025, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications for be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jennifer Griffiths, Deputy Headteacher

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.



Richard Lander School

School Based

JOB DESCRIPTION

Job Title:	Senior Technical Analyst\Assistant Network Manager
Grade:	3
Responsible to:	ICT Network Manager/Headteacher/ Deputy Headteacher/Head of ICT Department
Direct Supervisory Responsibility for:	ICT Support staff
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> ICT Network Manager, Headteacher, Head of ICT Department, Head of ICT Department, ICT technicians, teaching and Support Staff, students. <u>External:</u> LEA officers and advisers, ICT Departments, Third party vendors, software and security specialists, School Governors.

Main Purpose of Job:

To lead in the successful operation of the School's computer networks and ICT facilities, including the provision of technical support for all the School/College's computer and electronic communication systems on a day to day basis and lead in the in the development of key ICT systems in accordance with the School/College's operational needs.

Main Duties and Responsibilities

1. To assist the line manager in the management of the school's network and IT Team, ensuring that all information and communication systems function efficiently including:
 - a) Managing and maintaining an efficient back up regime using latest DfE guidance;
 - b) Setting up users, groups and new workstations;
 - c) Ensuring appropriate levels of access are maintained;
 - d) Troubleshooting;
 - e) Take a lead role in areas such as Software deployment, patch management, configuration management, endpoint security or cyber security
 - f) Researching and leading in delivery of developments to school ICT systems;
 - h) Commissioning of hardware cu has servers, workstations and other endpoint devices (eg mobile devices, CCTV, Wireless Access Points, security control);
2. To contribute directly in meetings of the ICT Team to discuss routine operational issues relating to the School/College's ICT facilities so as to ensure appropriate support to users on a daily basis.
3. To supervise first-line and undertake second-line technical support and advice on any problems/issues identified through staff and student use of the School/College's ICT facilities.
4. To supervise the ICT team on a daily basis, ensuring that the set routine programmes of tasks are completed to a satisfactory standard ensuring the effective use and operation of the School/College's ICT facilities.



5. To lead reviews of key areas of the School/College's use of ICT relating to the identification of user needs, the prioritisation of ICT team tasks and the consideration of service plans so as to ensure continuous improvement of the school's ICT facilities.
6. To remain fully aware of the School/College's information requirements from the DfES and LEA and keep up to date on developments in ICT. To make recommendations to the Headteacher on the School/College's ICT equipment and resource requirements with regard to the development and maintenance of the ICT network.
7. To liaise with outside agencies with regard to the range and availability of ICT equipment and resources as directed. To undertake research into ICT agencies and suppliers so as to ensure value for money in purchasing resources.
8. To assist in the ordering of new and replacement ICT equipment and resources in accordance with the agreed ICT budget as authorised by the Network Manager/Headteacher ensuring adequate stocks of ICT resources are always available. Within this take responsibility for key areas of purchase and ordering for a chosen area.
9. With a lead role in the ICT team, assist in devising and facilitating project plans for delivering proposed ICT development plans and strategies including the installation of new hardware, computer and system upgrades, software deployment, etc, under the guidance of the Network Manager/Headteacher.
10. To advise the line manager on the operational metrics of the School/College network in order to achieve the maximum efficiency and curricular potential.
11. To monitor the use of copyright material including ICT software and to maintain the copyright records and all programme and hardware licences.
12. To arrange for and undertake the supervision of the use of ICT facilities during non-teaching time (breaks etc) so as to ensure the safety, security and appropriate use of all ICT facilities.
13. To provide training to staff in using the School's ICT facilities, promoting the appropriate and safe use of all ICT equipment
14. To monitor and regulate the use of the internet by students, staff and visitors, ensuring the necessary hardware and software-based defences are in place to mitigate inappropriate use of resources or the internet.
15. To manage Content Management Systems and Firewall rules to promote appropriate use of the internet. To work with Internet Service Providers to ensure all available layers of protection are utilised
16. To ensure that adequate endpoint protection is maintained on all School/College hardware and is kept up to date.
17. To ensure the security of all ICT equipment, including storing all ICT resources securely, adhering to booking in/booking out of ICT equipment procedures.
18. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
19. To maintain confidentiality of information acquired in the course of undertaking duties for the School.



20. To be responsible for your own continuing self-development, undertaking training as appropriate.
21. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: October 2025
Prepared by: Richard Lander School



PERSON SPECIFICATION

Job Title: Senior Technical Analyst\Assistant Network Manager

Department / School: School Based

Person specification prepared by: Cornwall Council

Date: October 2025

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Detailed knowledge, skills and practical experience in advising and working on ICT systems, to include supervising staff and undertaking specialist ICT work.	Experience of working within a school/college environment and familiarity with school ICT systems.	Application form. Interview
<u>Education & Training</u>	Attainment of a degree or equivalent qualification in Computing, IT or a related subject Attainment of English & Maths qualifications equivalent to level 2 (grade 4/5 or C at GCSE).	Attainment of NVQ level 4 (or equivalent) in ICT or a related field.	Application form.
<u>Special Knowledge & Skills</u>	High level of technical knowledge & competence in ICT. Organisational skills. Communication skills. Training & coaching skills. Supervisory skills.	ICT training skills Knowledge of electronic display and presentation formats.	Application form/ interview
<u>Any Additional Factors</u>	Enjoys working with young people. Pleasant and friendly approach. Self-motivated. Able to work on own initiative and as part of a team. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview



Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Expressions of interest should be sent via e-mail to Victoria Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk
Contact details:	Address: Mrs Victoria Harrison, Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Midday on Monday 10th November 2025 Shortlisted candidates will be notified of interview date. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.