



WORK AT SHIPLEY COLLEGE

Network and Data Manager

Shipleigh College - Great people, great place!

Hours: 37 Hours per week (Full Time), Full Year Post

Salary: £38,581 - £44,712 per annum

Closing Date: Friday 19th June 2026 at 9am *(We may close the advert early if sufficient applications are received. Early application is advised)*

Interview Date: To be confirmed

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Shipleigh College is situated in the UNESCO World Heritage Site of Saltaire and is committed to high standards, encouraging staff and students to do their best and to aim high.

We are seeking to appoint a Network & Data Manager to work within the Information & Learning Technology Service (ILTS). As the Network & Data Manager you will be the architect of the College's networks, not just ensuring security and capability but also that the College becomes a data-led, future-ready environment where technology is used to empower students and colleagues alike.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> ● Pension Schemes ● Professional Development opportunities ● Access to a free gym on site ● Reduced cost train and bus travel* ● Access to free onsite car parks ● Shopping discounts with discount app ● Enhanced Annual Leave <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy ● Level 3 in appropriate IT qualification ● Experience of server virtualisation, VLANs and network routing, database platforms and reporting ● Provide leadership to colleagues and able to act on own initiative ● Familiarity with Further Education data systems and the ILR funding model.



How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

JOB TITLE	Network + Data Manager
RESPONSIBLE TO	Head of Department - IT

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The ILTS department (Information and Learning Technology Service) is a central support service that serves to provide high quality IT assistance and functionality to facilitate student learning, staff support, and organisation operability.

In this role, you understand and build our technology landscape. You won't just install hardware; you will build the connections between our systems, ensuring our data is integrated, our networks are robust, and our colleagues have the insights they need to deliver life-changing learning.

This post is also expected to act as the deputy to the Head of Department, and therefore have a fundamental knowledge of the ILTS department as a whole.

DUTIES AND RESPONSIBILITIES

Infrastructure & Network Engineering

- **Strategic infrastructure management:** Oversee the full lifecycle – installation, configuration, and maintenance – of the College's physical and virtual IT environments.
- **Network integrity:** Take ownership of the performance and reliability of the wired/wireless networks and internet connectivity.
- **Proactive security:** Manage the deployment of server and workstation security updates. You will design a robust patch management strategy to mitigate vulnerabilities and implement alongside the ILTS Team Leader.



Data Systems & Integration

- **System interconnectivity:** Lead the technical integration of college data systems, creating automated workflows that allow disparate platforms to communicate effectively.
- **Technical subject matter expertise:** Develop a comprehensive understanding of all system functionalities and limitations to ensure the College maximises its software investments.
- **Centralised reporting:** Build and maintain a high-performance central data system that serves as the primary source for institutional reporting and insights.

Data Governance & Quality

- **Governance framework:** Establish and enforce the “rules of engagement” for data, defining clear protocols for ownership, access, and security.
- **Automated data integrity:** Implement automated cleansing routines to ensure data sets are accurate, consistent, and “audit-ready” at all times.

Strategy & Leadership

- **Solution research:** Act as a technical advisor to the College, evaluating in-house versus third-party solutions to ensure our IT environment meets evolving business needs.
- **Team management:** Directly manage the Data Solutions Administrator, providing technical mentorship and setting clear performance objectives.
- **Escalation point:** Serve as the final tier for complex IT issues, collaborating with the Head of IT on high-priority infrastructure projects.

GENERAL

- To demonstrate a positive commitment to the implementation of the College’s Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College’s expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent - original certificates <u>must</u> be shown at interview
Level 3 in appropriate IT qualification
Experience with VMWare, Hyper V, ESXi
Experience with Windows Server 2016 through 2025
Experience with HPE and Aruba switching
Experience with SQL databases and SQL Server Reporting Services (SSRS)

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Familiarity with Further Education data systems (e.g. UNIT-e, Tribal, ProSolution) and the ILR funding model
Experience of motivating and leading a team to deliver a high-quality service
Able to work flexible hours when required to meet the needs of the business
Effective organisational and administrative skills with strong documentation, attention to detail and process discipline
Experience with Google Workspace admin console.
Experience with data visualisation tools (e.g. PowerBI, Data Studio, Tableau)
Understanding of data protection legislation (UK GDPR) and experience in establishing data ownership and access protocols.

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

