

Job Description and Person Specification

Job title	Director of IT
Employment Status	Permanent full-time
Working Pattern	37 hours per week Monday to Friday all year round
Actual Annual Salary	£47,107 - £53,119
Salary Scale	Scale points 41 – 46 (dependent on experience)

King Edward's School (KES) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to

The Bursar & Chief Operating Officer, who has overall responsibility for support staff. The position holder will also work closely with the Deputy Head (Academic) of King Edward's Senior School, as well as other staff on the School's IT Steering Group.

Responsible for

The Director of IT is responsible for leading the development and application of IT systems and services throughout KES. Through the management of the School's IT Department, infrastructure, and resources, the Director of IT will ensure that the School's IT provision supports all pupils and staff in accessing and using technology to enhance and enable their studies, teaching and work at the School.

As a leading member of the IT Steering Group, which is chaired by the Deputy Head (Academic), the Director of IT will play a key role in the development and implementation of the School's IT Strategy to support the School's teaching and learning and wider operational goals.

Main responsibilities:

Strategic Leadership and Management

1. Collaborating with the Bursar, Deputy Head (Academic) and the other members of the IT Steering Group to build and implement an IT Strategy that utilises appropriate technology to meet the School's current and future educational and operational needs.
2. Working with the Deputy Head (Academic) and wider academic colleagues across King Edward's to support the development of digital teaching and learning.
3. Working with the Bursar and relevant support staff to ensure the development and implementation of IT systems surrounding the School's operations. These systems should seek to secure operational efficiencies through the adoption of appropriate technology in a timely manner.
4. Leading the day-to-day IT support to the organisation through ensuring the effective operation of the IT Department, its team members and resources.

5. Project managing key IT projects with accountability to the Bursar, Deputy Head (Academic) and the IT Steering Group for their delivery. Through the utilisation of project management methodologies, the post-holder will review requirements, track progress, identify risks and communicate effectively with the project stakeholders. This includes the effective management of third parties engaged by the IT Department.
6. Reporting to Senior Leadership, including Governors, on matters relating to the areas of the position holder's responsibilities.
7. Staying updated with the latest IT trends and technologies to ensure the school remains at the forefront of educational technology.

Safeguarding, Data Protection, Governance & Compliance

8. Working with the School's Designated Safeguarding Lead and other Pastoral staff, so as to ensure that the School complies with all relevant requirements in relation to the safeguarding aspects associated with the School's IT systems.
9. Advising on the safe and ethical use of technology by staff and students and embedding online safety measures to fulfil our monitoring, filtering and reporting obligations under KCSIE and the School's Safeguarding Policy.
10. Liaising with the Bursar and the School's Data Protection Lead, ensuring that the IT governance structures and processes are designed to be compliant with data protection law through data security measures and appropriate access controls.
11. Producing and maintaining key IT-related policies as determined by the Bursar.
12. Assisting the Bursar in obtaining, and maintaining compliance with, the School's insurance policies which relate to IT.
13. Conducting regular audits and reviews of IT systems to ensure ongoing compliance and security.

Line Management of IT Department

14. Supporting and monitoring the personal development of each member of the IT Department through recruitment, induction, performance management, appraisals, training and mentoring. This also includes ensuring that the Job Descriptions of the Team members remain current and appropriate.
15. Leading the IT Department through communicating the School's IT Strategy, providing training and disseminating information to the team through 1-1 and team meetings.
16. Liaising with the relevant staff who oversee the School's training and CPD programme, developing and implementing a programme of training for staff across King Edward's to ensure they can maximise the use of the technology and systems available to them.
17. Fostering a collaborative and innovative team culture within the IT Department.

Network & Infrastructure Management

18. Overseeing, configuring, and managing the core IT network and infrastructure, including servers, cloud solutions (Azure etc.), and internet connectivity to ensure maximum uptime, resilience, and speed.
19. Developing and enforcing a robust cybersecurity framework, including implementing managed detection and response and intrusion detection/prevention systems. Leading on all aspects of cyber security matters providing advice, development and training where appropriate whilst maintaining high levels of awareness and security.
20. Developing and maintaining a robust backup and disaster recovery plan, ensuring that all critical systems and data are backed up and recovery processes are tested and validated regularly.
21. Ensuring the effective management of the School's IT hardware and software, including updates, lifecycle management, asset register maintenance and ensuring compliance with software licensing requirements.
22. Supporting, where required, the School's MIS and associated systems, ensuring data integrity, security, and accessibility across departments, including finance and payroll systems.
23. Ensuring all aspects of the School's IT Infrastructure and processes are clearly documented.

IT Support & Communication

24. Building and maintaining excellent relationships across the School including the Leadership Team, teaching and support staff.
25. Maintaining regular communications with the teaching and support staff to ensure that issues are being dealt with effectively and in a timely manner. This includes the management and delivery of the IT Department's Helpdesk function as well as ensuring a system of feedback exists to be proactive in problem solving.

Financial Management

26. Preparing the annual operating and multi-year capital budgets for discussion with the Bursar, in line with the School's budget and financial planning cycles.
27. Reporting on progress against budget and delivery against project targets and operational KPIs.

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

Professional Development

The School maintains a healthy CPD budget for opportunities for the Director of IT to engage in professional development, such as attending conferences or obtaining certifications.

Equal Opportunities

The School is committed to equal opportunities and creating an inclusive workplace. We value our team's diversity and range of skills and welcome applications from individuals from all walks of life.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Person Specification

Qualifications	Essential	Desirable
Degree Level qualification (graduate level in a discipline related to IT)		✓
Project Management qualifications		✓
Relevant additional IT specific qualifications		✓
Knowledge and Experience	Essential	Desirable
Significant experience of operational and strategic IT management in business or education (experience in education is highly desirable)	✓	
Experience of strategic IT planning, with the ability to establish credibility with senior managers and understand the School's IT needs.	✓	
Ability to understand, analyse, and plan for, the use of IT to support the educational curriculum for all ages ranging from 3-18 years	✓	
Extensive experience with network infrastructure management, including network design, implementation, and maintenance	✓	
Proven track record in cybersecurity and risk management. Gaining and maintaining an industry framework standard is also highly desirable	✓	
Skilled at explaining complex technical information to non-technical stakeholders and providing clear technical guidance to the IT team	✓	
Personal Qualities	Essential	Desirable
Proven ability to lead and develop a technically skilled team, set clear goals, and manage performance.	✓	
Excellent verbal and written communication and interpersonal skills	✓	
Ability to apply problem solving techniques and get results, prioritising tasks whilst working under pressure	✓	
Self-motivated and committed to delivering tasks on time and to a high quality	✓	
Some out of hours and weekend work will be required. Therefore, the successful applicant must be flexible with working hours to respond to the business needs of the school	✓	