



Dunottar School



Working at Dunottar

IT NETWORK MANAGER

Immediate Start



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across Years 7-13 (ages 11-18) and are part of United Learning's family of schools. We celebrated our centenary in 2026, marking 100 years of our school's rich history, and we are also entering an exciting phase of growth, having recently been granted permission to expand our roll to 600 students.

At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close-knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children we teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers and staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Duncan Peel, Interim Headmaster



IT Network Manager

Contract Type:	Full Time, All Year Round, 26 days holiday plus bank holidays per year
Working hours:	8.30am—5pm Monday to Friday, 37.5 hours per week
Salary:	£39,838 to £54,042 per annum dependent on experience
Start date:	Immediate

We are seeking an experienced, strategic and forward-thinking IT professional to join Dunottar School as our IT Network Manager and Digital Transformation Lead.

The successful candidate will provide leadership for all aspects of the school's technology infrastructure, cyber security, digital strategy and innovation agenda. They will work closely with the Director of Finance and Operations, Senior Leadership Team and United Learning IT teams to ensure technology supports the school's strategic ambitions, operational effectiveness and continued growth.

In addition to maintaining a secure and reliable IT environment, the postholder will identify opportunities to simplify processes, improve system integration, increase efficiency through automation and support the effective adoption of emerging technologies, including Artificial Intelligence.

The role combines strategic leadership with hands on operational oversight and requires an individual who can translate technology into meaningful outcomes for staff, pupils and the wider school community.

The postholder reports directly to the Director of Finance and Operations and line manages the Senior IT Technician.



Key Responsibilities

Strategic Leadership, Digital Transformation and Innovation

- Develop and implement a comprehensive technology strategy aligned to the school's strategic objectives and growth ambitions.
- Act as the principal technology adviser to the Director of Finance and Operations and Senior Leadership Team.
- Develop and maintain a three-to-five-year digital transformation roadmap.
- Identify opportunities to simplify school operations through improved use of technology, automation and systems integration.
- Lead technology-enabled change projects across academic and operational departments.
- Promote innovation and continuous improvement through effective use of digital technologies.
- Evaluate emerging technologies and advise on opportunities, risks and investment priorities.
- Lead the school's approach to AI adoption, governance and innovation.
- Prepare business cases, investment proposals and strategic recommendations for senior leaders.
- Ensure technology supports excellence in teaching, learning, administration and communication.

Partnership with United Learning

- Act as the primary liaison between Dunottar School and United Learning's central IT and digital teams.
- Ensure local systems align with United Learning technology standards, policies and strategic initiatives.
- Collaborate with United Learning colleagues on cyber security, infrastructure and transformation programmes.
- Lead implementation of United Learning technology projects within the school.

- Actively participate in United Learning technology forums, webinars and working groups.
- Share best practice and contribute to group-wide technology improvement initiatives.

Network, Infrastructure and Systems Management

- Oversee the design, maintenance and development of all network, server and cloud-based systems.
- Manage Microsoft 365, Azure, Active Directory, DNS, DHCP, Group Policy and associated services.
- Ensure high levels of availability, resilience, performance and security across all infrastructure.
- Maintain disaster recovery arrangements and IT business continuity plans.
- Manage telephony, wireless networks, internet connectivity and printing infrastructure.
- Oversee access control, visitor management, CCTV and associated estate technology systems.
- Monitor system performance and capacity requirements to support future growth.
- Maintain asset management processes and technology lifecycle planning.

Cyber Security and Compliance

- Lead the school's cyber security strategy and security improvement programme.
- Maintain compliance with applicable security standards.
- Conduct regular cyber security risk assessments and security reviews.
- Oversee vulnerability management, patching and penetration testing programmes.
- Deliver cyber security awareness training for staff.
- Ensure compliance with GDPR, data protection legislation and safeguarding requirements.
- Report cyber risks, incidents and mitigations to senior leaders.

Digital Systems, Data and Integration

- Oversee the effective operation of all business-critical systems including MIS, finance, admissions, safeguarding and operational platforms.
- Improve integration between systems to reduce duplication and improve efficiency.
- Lead data quality initiatives and ensure accurate reporting across the school.
- Support the development of dashboards, reporting tools and business intelligence solutions.

- Work with stakeholders to review existing processes and implement technology-driven improvements.
- Ensure systems support informed decision making and operational effectiveness.

AI Strategy and Governance

- Lead the school's strategy for the safe, ethical and effective use of Artificial Intelligence.
- Develop guidance and training for staff in the use of AI technologies.
- Evaluate AI solutions that improve educational outcomes and operational efficiency.
- Monitor AI-related risks including data privacy, safeguarding, cyber security and academic integrity.
- Support staff in the responsible adoption of AI tools.
- Keep the school informed of emerging developments in AI relevant to education and business operations.

IT Service Delivery and Customer Experience

- Lead and continuously improve IT support services across the school.
- Ensure excellent service delivery standards for staff, pupils and parents.
- Establish and monitor service level agreements and performance metrics.
- Manage support ticketing systems and issue resolution processes.
- Deliver training programmes that improve digital capability across the school.
- Promote a customer-focused culture within the IT department.

Team Leadership

- Line manage and develop the Senior IT Technician.
- Conduct regular performance reviews and professional development planning.
- Build capability within the IT team through training and mentorship.
- Foster a culture of accountability, collaboration and continuous improvement.

Financial and Supplier Management

- Develop and manage the ICT budget.
- Produce medium and long-term technology investment plans.
- Lead procurement exercises and supplier selection processes.
- Manage contracts, service agreements and third-party relationships.
- Ensure value for money and alignment with school objectives.
- Monitor supplier performance and service delivery.



Person Specification Requirements

Qualifications and Training

Essential

- Relevant Microsoft or CompTIA certifications (e.g. Windows Server Hybrid Administrator Associate, Network+, Security+).
- Evidence of continued professional development.

Desirable

- Degree-level qualification in IT, Computer Science, or a related field
- ITIL Foundation Certification.
- Cisco Certified Network Associate (CCNA) or equivalent.
- Experience with Microsoft 365, Azure and cloud-based services.
- Familiarity with Mobile Device Management platforms (e.g. Intune, Jamf).
- Experience with Apple School Manager and managing iOS/macOS devices.

Experience

Essential

- Experience leading IT strategy and digital transformation initiatives.
- Experience implementing organisational change through technology.

- Experience working with cloud-first technologies, Microsoft 365 and Azure.
- Experience managing cyber security and compliance programmes.
- Experience engaging with senior stakeholders and presenting recommendations.
- Experience managing system integration and process improvement projects.
- Experience developing technology roadmaps and investment plans.

Desirable

- Experience working in the education sector
- Experience managing a team and leading change

Knowledge

Essential

- Understanding of digital transformation methodologies.
- Knowledge of cyber security frameworks and best practice.
- Awareness of AI technologies and their application within education and business operations.
- Understanding of systems integration, automation and data management principles.
- Knowledge of business continuity and disaster recovery planning.

Desirable

- Knowledge of Hik-CCTV and Papercut.
- Familiarity with procurement processes and vendor management

Personal Qualities

Essential

- Strategic thinker with strong commercial awareness.
- Able to translate technical issues into clear business language.
- Innovative and solution focused.
- Strong relationship builder and collaborator.
- Comfortable influencing senior stakeholders.
- Committed to continuous improvement.
- Able to balance operational demands with long-term strategic objectives.



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 100 schools aiming to offer a life changing education to children and young people across England. Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** £39,838 to £54,042 per annum, depending on experience
- **Pension:** L&G Pension Scheme.
- **Remission of fees:** For your children at UL independent schools (in line with the usual admissions policy) - currently 33%, pro rata for part-time staff.
- Tailored **Continuous Professional Development**
- **Employee benefits:** A variety of benefits including gym, cycle and car lease schemes; access to an Employee Assistance Programme which provides independent confidential advice 24 hours a day; money back towards the cost of essential healthcare; a range of discounts, including retail and entertainment discounts via Westfield Health.
- **Dining:** Free school lunch during term time.
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times).

Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system, three floodlit outdoor netball courts and a sports field. Rugby and football fixtures are played at South Park and Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches.



Contact Information

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