

St Catherine's
BRAMLEY

IT Manager

Full-time

Job Description





We seek to appoint an experienced, organised and hands-on IT Manager to lead the day-to-day running of technology across our Prep and Senior Schools.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with approximately 800 pupils aged between 3 and 18. The School is situated in a 23-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed here. Our Good Schools Guide Reviews can be found here along with Parent Testimonials which can be found here.

About the Post

This is a new post. It creates a dedicated operational lead for the School's IT service, reporting to the Director of IT for strategy, governance and development.

The IT Manager leads the technical team, owns the service desk, acts as the senior escalation point for incidents, and is accountable for the reliability and security of the School's infrastructure, devices, school systems and classroom technology.

The role combines hands-on technical depth with organised service management. The post-holder will take ownership of problems through to resolution, document what they build and change, and communicate clearly with pupils, staff, suppliers and senior colleagues.

The IT Manager will play an active part in the School's enterprise AI programme and its growing use of data, from analytics that inform school decisions, creating AI tools for staff, with strong data governance and data protection throughout. They will also support online-safety policy, identity and Microsoft 365, Google Workspace and the pupil device schemes.





The IT Department

The IT Support & Development Department provides personalised support to staff in classrooms, administration and support departments. Its mission is to provide, support and refine an IT environment where technology brings the greatest benefit to learning, productivity, communication and security.

The department comprises the Director of IT, the IT Manager (this post) and an IT App Developer / Senior Technician. In-house development is very active: the team continually builds and refines the School's own apps, automated workflows and integrations, so that new initiatives and changing school needs can be met quickly. Members of the department develop strong instincts for when to act autonomously and when to consult.

The School is moving decisively to a cloud-first model, beyond the traditional school network. Staff devices are joined and managed in the cloud, Wi-Fi is cloud-managed across both sites, and services increasingly run online. A well-maintained core remains on site: virtualised Windows servers, backup and storage platforms, enterprise firewalls, and structured cabling and fibre.

Staff use Windows laptops managed in the cloud, and pupils use managed iPads and Surface Pro for 1:1 device learning. Classrooms and event spaces have projectors, interactive displays, wireless screen sharing and video-conferencing rooms. Digital signage, printing, telephony, CCTV, door access and visitor sign-in all run on the School network, together with a wide range of educational, safeguarding and administrative systems.

Key Responsibilities

The IT Manager is accountable for the areas below, which together cover every responsibility the department assigns to this post.

Service leadership and the IT team

- Lead the technical team day to day: allocate work, set priorities and act as the senior escalation point for incidents.
- Own the helpdesk and development backlog, so every request has an owner, priority and next action.
- Protect critical services during busy periods and major incidents, keeping staff informed.
- Keep the IT office, stock, loan equipment and print consumables organised, safe and presentable.
- Report weekly to the Director of IT on demand, backlog, incidents and risks.

Infrastructure and Security

- Manage the server room, virtual servers, and daily backups and archives.
- Maintain cabling, fibre, switches and the cloud-managed Wi-Fi across both sites.
- Maintain remote access, virtual desktops and software licensing servers.
- Manage the perimeter firewall and web filtering, and sign-in security.
- Patch and deploy software to servers and endpoints, and maintain threat detection and prevention.
- Inspect security events and controls, and act on the weaknesses found.
- Support the online-safety monitoring used by the Designated Safeguarding Lead, reporting services and online monitoring.



Key Responsibilities continued

Devices and endpoint management

- Commission, deploy and support Windows staff devices through cloud management.
- Install, upgrade and repair classroom and office workstations, and support Macs.
- Manage Apple device enrolment, apps and purchasing through Apple School Manager.
- Support Sixth Form personal iPads, suites, exams, charging facilities and school phones.
- Coordinate device repairs and replacements with suppliers, pupils and families.

School systems and data

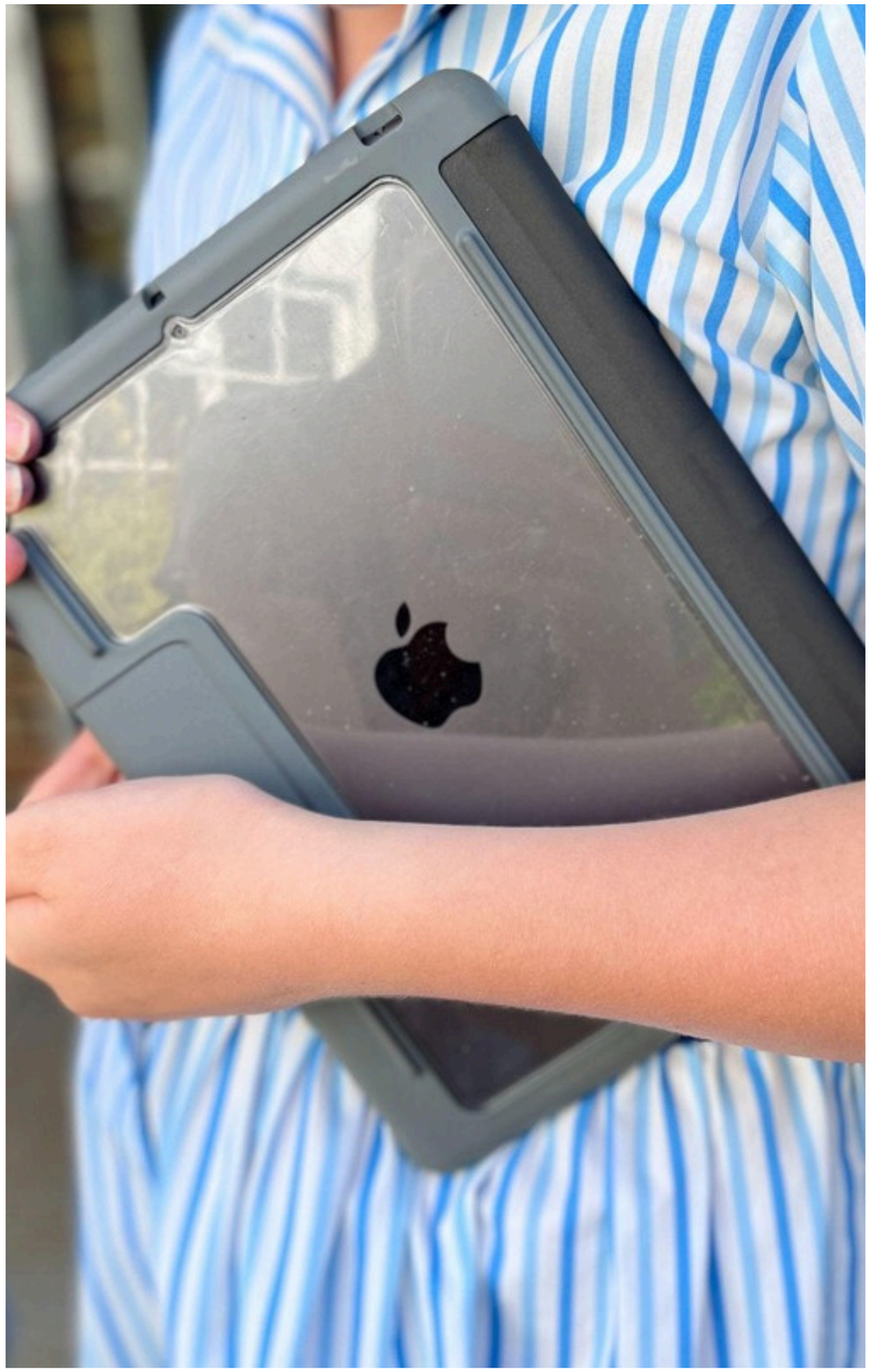
- Provide technical support for the school management information system (SIMS).
- Support administrative platforms: safeguarding records, admissions, medical centre, library, alumnae relations, governors' papers, e-signatures and booking systems.
- Support curriculum platforms, including video libraries and online textbook and assessment services.
- Automate bulk operations and data imports with PowerShell, with careful attention to data protection.

Audio-visual, communications and building technology

- Maintain classroom audio-visual equipment, interactive displays, video-conferencing rooms and event presentations.
- Run screen sharing and digital signage, and manage print services.
- Maintain the telephone system, network speakers and school bells.
- Support CCTV, door access, the car park barrier and number-plate recognition, and visitor sign-in.

Suppliers, documentation and improvement

- Maintain documentation, inventories and licensing records for all systems.
- Manage suppliers and support contracts at an operational level, and purchase requests.
- Lead technical projects and recommend improvements to the Director of IT.





Personal and Professional Qualities Required

We are looking for an experienced IT professional who leads by example: hands-on, calm under pressure, organised and service-minded.

Essential

- At least five years in IT support or infrastructure, including leading or coordinating others.
- Windows Server, virtualisation, backup and recovery.
- TCP/IP networking, VLANs, switching, Wi-Fi and fibre.
- Working knowledge of Microsoft 365 and cloud identity, including conditional access and MFA.
- Cloud management of Windows devices, and Apple device management.
- Patching, endpoint protection, firewall policy and incident response.
- PowerShell scripting for bulk administration.
- Running a helpdesk queue: prioritising, documenting and reporting.
- Clear communication, patience with non-technical users, and discretion with confidential data.

Desirable

- Experience in a school, college or similar multi-site organisation.
- Next-generation firewalls and cloud-managed device and Wi-Fi platforms.
- Web filtering and monitoring in a safeguarding context.
- ITIL Foundation, or a degree or professional certification.
- Experience of coaching or developing junior colleagues.

The post offers the opportunity to apply broad technical and managerial expertise in a lively, supportive environment, to make a direct contribution to the security and effectiveness of the School, and to play a real part in its work with AI, data, cloud services and app development.



Digital Life at St Catherine's School

St Catherine's is a 1:1 device school comprising managed iPad, Surface Pro and BYOD cohorts. All girls from Year 5 are provided with a fully managed, filtered device, and Microsoft Teams and OneNote are central to teaching and learning across the school.

We take a considered approach to the use of technology; it is there to support good teaching, not to drive it. The Microsoft ecosystem supports collaboration and resource-sharing in the classroom and across departments, and Teams is integral to working life at the School.

Behind this sits an increasingly cloud-based estate across two schools. Collaboration platforms, data and AI tools, and in-house apps work alongside managed Windows and Apple devices, classroom audio-visual systems and a wide range of educational, safeguarding and administrative platforms.

The IT Manager keeps all of this secure, reliable and well supported, so that pupils and staff can rely on it every day.

Extra Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like school plays or major concerts. For the IT Manager, this means planning and providing technical support for significant School events, such as concerts, productions, open days, prize-giving and examinations, some of which fall outside normal working hours.

Staff Induction, Staff Review and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.









Hours of Work

This is a full-time, all-year-round post. The working pattern is agreed with the Director of IT, with occasional planned out-of-hours work for critical maintenance and School events.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Remuneration

Salary range wil be: £42K - £53K depending on experience.

Other Benefits

- Lunch is provided daily and other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

- All staff enjoy access to the School's leisure facilities (pool, tennis courts, squash court, fitness suite) for a small one-off joining fee and when these are not in use by the girls or other visiting courses.

- A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination.

- St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP, and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

- The school offers a cycle to work salary sacrifice scheme and free parking.





Applications

The application should be completed on My New Term using the link to job opportunities below by 12pm on Monday 21st December and should take the form of:

- the completed My New Term Application Form found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received and possibly before the closing date. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
November 2026



St Catherine's School
BRAMLEY

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Patron: Her Majesty The Queen
Registered Charity Number: 1070858