

NOTRE
DAME
SCHOOL



IT MANAGER

Candidate Information

Permanent
Full Time,
Either All Year Round
Or Term Time Plus 3 Weeks
Required Autumn Term 2026



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac – Foundress



“
*Pupils display
genuine kindness
and respect for one
another.*”

Independent School Inspections – ISI





The Role

Position Title

IT
Manager

Reporting to

Bursar

The function of the post

Our IT Manager is responsible for the strategic leadership, development and day-to-day management of the School's technology infrastructure, systems and services. The role ensures the secure, reliable and efficient operation of IT across the School, supporting teaching, learning, administration and wider school activities.

Working closely with senior leaders, staff and external suppliers, the IT Manager leads the delivery of technology projects, cyber security initiatives and digital innovation, while ensuring compliance with data protection and safeguarding requirements.

The post holder is responsible for managing the IT team, maintaining high levels of customer service and providing a modern, resilient technology environment that supports the School's educational objectives and operational needs.

Main Duties & Responsibilities

Key Objectives

- Develop a clear and pragmatic vision of what the school should aim to achieve with IT over time and assist each department in both the Senior and Prep Schools to identify its requirements for digital technology provision in the future.
- Provide regular input to the IT vision and strategy ensuring it meets the school's requirements and is viable from a technical and support perspective.
- Play a leading role in ensuring compliance with the UK General data Protection Regulation (UK GDPR) working alongside School's Data Protection Officer.
- Provide regular updates to the SLT on the day-to-day IT operations and development across the School.
- Assist with planning the design of the IT infrastructure so that resources are available across the School community
- Play a leading role in the budgetary process to ensure funding for the IT programme to support school-wide goals.
- Manage all IT systems, services and staff across the School, including escalated support requests and larger IT systems and infrastructure developments / projects.
- Evaluate the use of IT facilities, the suitability and availability of hardware and software, and its use by pupils and teachers.
- Work with departments and faculties in the development of a plan for the integration of IT in learning and to support each curriculum area with the implementation of their plan.
- Evaluate the effectiveness of the use of IT in enhancing academic results or other learning outcomes.
- Contribute to the development of school policies relating to IT/digital technology.
- Conduct staff development in the areas of IT and IT integration e.g. by demonstrating the application of IT enhanced learning to staff in the classroom on a regular basis.

The Person

Based onsite five days a week, with occasional event commitments, the successful candidate will support their allocated student in delivering an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working across both schools and the Bursary Department, you will ensure that our whole school IT Provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Significant experience in an IT management or senior technical support role.
- Experience of managing and developing IT infrastructure, networks, servers, cloud services and end-user devices.
- Proven experience of leading and developing an IT support team.
- Experience of project management and delivering technology improvements within agreed timescales and budgets.
- Strong understanding of cyber security, data protection and business continuity requirements.
- Experience of managing relationships with third-party suppliers and service providers.
- Experience of budget management and procurement.

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”

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Independent School Inspections – ISI





Benefits of Service

Hours of work

Permanent

Full Time

5 Days Per Week

All Year Round *or*

Term Time

Plus 3 Weeks

Remuneration

Professional Services

£51,686 – Pro Rata

£61,800 (FTE)

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice**, **Safeguarding Policy**, **Safer Recruitment Policy**, **Keeping Children Safe in Education** and **Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at

recruitment@ notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application process available on our career on TES and Our Website

Notre Dame School Jobs

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

Autmn Term 2026