



# IT MANAGER RECRUITMENT PACK



# JOB DESCRIPTION

## IT MANAGER

- 8.30AM – 5.00PM (MONDAY TO FRIDAY)
- FULL TIME (NO HOLIDAYS TO BE TAKEN DURING TERM TIME UNLESS BY ARRANGEMENT WITH YOUR LINE MANAGER)

**Report to:** Director of Finance and Operations

This job description is designed to act as a guide to key tasks and responsibilities which may evolve and change over time.

**Aim:** To lead and manage the School's IT provision, ensuring reliable, secure, and forward-looking technology that underpins exceptional teaching and learning while supporting efficient business operations. The role includes responsibility for digital strategy, cyber security, systems oversight, team leadership, and ensuring the School maintains a resilient, modern IT environment.



**EVERY  
GIRL RUNS  
HER OWN  
BEST  
RACE**





# KEY RESPONSIBILITIES:

## ➤ 1. STRATEGIC LEADERSHIP AND PLANNING

- Develop and deliver the School's Digital Strategy aligned with the School Development Plan.
- Lead future-proofing of all IT systems and ensure alignment with sector standards and best practice.
- Produce 3–5 year IT capital and operational expenditure plans, including lifecycle planning for devices and infrastructure.
- Provide termly and annual reporting to the DFO and Governors on IT performance, risks, and strategic priorities.
- Advise SLT on emerging technologies and opportunities for innovation.

## ➤ 2. LEADERSHIP OF IT OPERATIONS

- Ensure the effective delivery of all IT services, maintaining a reliable and high-quality support environment.
- Oversee servers, networks, wireless infrastructure, cloud platforms, and filtering systems.
- Ensure robust monitoring, patching, updates, capacity planning, and system health checks.
- Act as the escalation point for complex technical issues and ensure prevention of reoccurrence.
- Ensure high-quality documentation covering systems, licensing, processes, and risk controls.
- Act as senior technical escalation for the IT team, providing hands-on second-line support for complex incidents.
- Lead technical operations to support all platforms and technical environments including, but not limited to MS365 and CoPilot, Google Drive, Smoot wall filtering, and whole School digital services and AV.

## ➤ 3. CYBER SECURITY, RISK AND COMPLIANCE

- Lead the School's cyber security framework, including MFA, Conditional Access, MDM, encryption, and identity management.
- Ensure compliance with GDPR, data protection regulations, and safeguarding technical requirements.



- Oversee vulnerability management, penetration testing, phishing simulations, and incident response procedures.
- Maintain and test the Disaster Recovery Plan and Business Continuity arrangements.
- Work with the School's DPO to ensure all systems and processes are compliant

## **➤ 4. SUPPORT FOR TEACHING & LEARNING**

- Ensure classroom technologies function reliably and are supported by proactive maintenance.
- Work with academic leads to ensure technology enhances teaching, learning, and assessment.
- Develop and deliver digital skills training for staff.
- Lead annual academic-year readiness including accounts, permissions, file structures, and device provisioning.

## **➤ 5. IT TEAM LEADERSHIP**

- Provide leadership and professional oversight to the IT team.
- Conduct appraisals and support CPD for IT staff.
- Plan departmental workloads and monitor performance.
- Run weekly IT team meetings to review priorities, service levels, and project status.
- Maintain effective relationships with staff, pupils, governors, parents and external partners to support a high-quality IT service.

## **➤ 6. IT HELPDESK & SERVICE DELIVERY**

- Oversee the IT Helpdesk ensuring timely ticket resolution and a high standard of customer service.
- Set and monitor SLAs and identify improvement areas.
- Analyse Helpdesk data to track trends, root causes, and performance.
- Procurement, Contracts & Budget Management
- Manage the IT budget ensuring value for money and compliance with financial controls.
- Oversee all IT suppliers, licensing providers, MSPs, broadband, telecoms, and software partners



- Maintain a contract register including renewals, risks, and performance assessments.
- Ensure procurement decisions align with lifecycle planning and the digital strategy.
- Ensure annual user account creation/removal, file-share setup, archiving routines and documentation refresh ahead of each academic year.

## ➤ 7. PROJECT MANAGEMENT

- Lead IT elements of capital, refurbishment, and classroom relocation projects.
- Scope, plan, implement, and review IT project work.
- Manage annual IT refresh cycles, device rollouts, and infrastructure upgrades.
- Support physical installation, relocating and connection of IT and AV hardware during build, refurbishment and classroom move projects.

## ➤ 8. DATA, SYSTEMS & BUSINESS OPERATIONS SUPPORT

- Support the Data Manager, Finance Team, and Admin Teams with technical aspects of MIS and business systems.
- Ensure data integrity, appropriate access levels, and compliance with retention policies.
- Oversee technical integrations and system interoperability across the School.

## ➤ 9. SAFEGUARDING, CONDUCT & SCHOOL ETHOS

- Attend INSET, training, operational briefings and relevant School meetings as required.
- Promote a secure, safe, and respectful digital environment.
- Support the DSL with online safety and digital safeguarding.
- Uphold the traditions, ethos, and values of Bute House in all aspects of work.





# PERSON SPECIFICATION

## ➤ QUALIFICATIONS

- Degree in IT, Computer Science, or a related discipline (or equivalent professional experience).
- Relevant industry certifications (e.g., Microsoft Certified, CompTIA, ITIL) desirable.
- Evidence of ongoing professional development in IT leadership and emerging technologies.
- Experience
- Proven experience in managing IT operations within an educational or similar complex environment.
- Demonstrated success in developing and implementing digital strategies.
- Experience in managing servers, networks, cloud platforms (e.g., MS365, Google Drive), and AV systems.
- Strong background in cyber security, compliance (GDPR), and risk management.
- Track record of leading IT projects, including infrastructure upgrades and device rollouts.
- Experience in budget management and supplier contract oversight.

## ➤ KNOWLEDGE AND SKILLS

- In-depth knowledge of IT infrastructure, networking, and cloud technologies.
- Strong understanding of cyber security frameworks, MFA, encryption, and identity management.
- Familiarity with MIS systems and data integrity principles.
- Excellent problem-solving and analytical skills.
- Ability to produce strategic plans and reports for senior leadership and governors.
- Skilled in project management and lifecycle planning.

## ➤ LEADERSHIP AND MANAGEMENT

- Ability to lead and motivate an IT team, setting clear objectives and monitoring performance.
- Strong interpersonal skills to build effective relationships with staff, pupils, and external partners.
- Experience in staff development and conducting appraisals.



## ➤ PERSONAL ATTRIBUTES

- Strategic thinker with a proactive and innovative approach.
- Highly organised with strong attention to detail.
- Resilient under pressure and able to manage competing priorities.
- Commitment to safeguarding and promoting a safe digital environment.
- Alignment with the ethos and values of the School.

# BUTE HOUSE VALUES

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues.



**WE ENCOURAGE OUR PUPILS TO BE BRAVE, CURIOUS, INCLUSIVE AND INDEPENDENT**

SIAN BRADSHAW, HEAD



# OUR COMMUNITY

80%

## ➤ VALUING EVERY BACKGROUND

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

## ➤ CELEBRATING OUR DIVERSITY

We are proud of our vibrant, multilingual community, where around 80% of students speak an additional language at home. Our diverse staff body are excellent role models for pupils and each other.

## ➤ COMMUNITY SPIRIT

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities.

## ➤ SCHOOL CULTURE

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.





# BUTE HOUSE STAFF BENEFITS



-  COLLABORATIVE WORKING ENVIRONMENT
-  INDIVIDUALISED CPD OPPORTUNITIES
-  PERFORMANCE LINKED PAY PROGRESSION
-  GENEROUS EMPLOYER PENSION CONTRIBUTION
-  STAFF WELLBEING PROGRAMME
-  FREE LUNCH DURING TERM TIME

Please submit your completed application form to [recruitment@butehouse.co.uk](mailto:recruitment@butehouse.co.uk).  
In line with safer recruitment requirements CVs will not be accepted.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development

 Phone Number  
**+44 (0) 207 603 7381**

 Email Address  
**[recruitment@butehouse.co.uk](mailto:recruitment@butehouse.co.uk)**

 Website  
**[www.butehouse.co.uk](http://www.butehouse.co.uk)**