Strategic Technology Manager (STM)

The STM role is a senior role reporting directly to the Bursar and is responsible for the school-wide IT function and will be key in developing and delivering our digital strategy. We are seeking an exceptional IT professional with a strong technical foundation of network and application knowledge, a strategic mind-set, great customer engagement, and a passion for how technology can enhance learning.

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website www.holmewoodhouse.co.uk

Digital Strategic Vision

Our digital vision is that our Learning and Teaching is enhanced by the innovative use of technology so that the School delivers the highest possible educational provision to our pupils. Our vision is that Holmewood will be known for its innovative thinking with 21st century competencies at the heart of its core purpose – to prepare pupils for their future. A Digital Strategy Review was undertaken in 2020 with a view to develop approaches to deliver this vision. The role of Strategic Technology Manager is a key part of further developing and delivering that vision.

The Role

The Strategic Technology Manager (STM) is responsible for the school-wide IT function including the IT Support Department of 2 additional resources and our relationship with an external Technology Service Provider. This is a senior role in the Support Functions of the School and will report directly to the Bursar, with a close working relationship with our Head of Learning and Teaching. We are looking for an exceptional IT professional with a strategic mind-set, great customer engagement, a strong technical foundation of network and application knowledge from hands-on experience and a passion for how technology can enhance learning here at Holmewood House.

The role is a full-time role throughout the year and is based within the IT Support Department at Holmewood House.

Main Purpose

- To lead the development and implementation of the school-wide digital strategy
- To be responsible for the management, installation and integrity of the school's IT networks, infrastructure, cybersecurity and application portfolio
- To work with our Head of Learning & Teaching to enhance and promote the use of technology in teaching
- To lead the IT Department and develop IT staff as well as managing an excellent relationship with our external service provider
- Manage the IT Budgets of the School as delegated from Bursar

Other Specific Responsibilities:

- Oversight of the School's core MIS (Pass/3Sys)
- Management of infrastructure including servers, switches, cabling, firewall, Wi-Fi infrastructure, telephony, etc.)
- Manage the school's cybersecurity to ensure the integrity and stability of all systems
- Manage the integrity of the school's electronic data and its backup
- Take responsibility for IT policies
- Ensure the school is compliant with the IT licence requirements
- Work with third party suppliers in the resolution of IT faults or the installation of new IT systems
- Ensure appropriate "housekeeping" documentation and tasks are implemented
- Managing asset tracking and maintenance systems to protect the School's technology

Candidate Requirements

Key Candidate Attributes:

- Passionate about the value of technology in education
- Strategic development in technology
- Strong hands-on technical skills in network management, infrastructure, applications and IT security management
- Friendly, and professional "can do" approach to staff, teachers and pupils of the school
- Able to communicate well with teachers, parents, pupils and technical staff
- Flexibility in approach to people and working arrangements
- Willingness to contribute to the life of a busy prep school

Essential Technical Skills and Experience:

- A strong IT technical background including expert understanding and hands-on management of IT networks (servers, switches, firewalls, Wi-Fi, IP Addressing, etc.), cybersecurity, hardware and software
- Familiarity using and supporting Microsoft 365 services and applications
- Proven experience in the design of IT systems
- Experience of diagnosing and resolving technical errors
- Experience of project management
- Understanding of remote working technologies and practice

Other Desirable Skills and Experience:

- Experience and / or good understanding of the school environment
- Good understanding of multimedia and audio-visual systems

Salary, Pension & School Benefits

A salary in the region of £45,000 to £47,000 will be offered dependent on the skills and experience of the successful candidate. Specific hours will be agreed with the candidate dependant on department needs to provide IT coverage in school hours, but it is expected that the working hours will be 9am – 5pm with a 30 minute break for lunch.

In addition to a competitive salary, the successful candidate will be offered a range of benefits including an employer contributory pension, free parking, free lunch/refreshments and private medical insurance.

Start date, Offer Process & Safeguarding

We are looking for a start date as early as possible, but ideally for September.

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to apply for this role, please email a brief covering letter (explaining why you are particularly interested in this role and why you would be an excellent candidate), a completed application form which is available on the [Holmewood House website](#) and CV to: recruitment@holmewoodhouse.co.uk

The closing date for applications is the end of Friday 23rd June 2023. The School encourages early applications as it may seek to interview prior to closing date. If you would like more information on the role please contact the School at 01892 860000.