



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

DIRECTOR OF IT

JOB DESCRIPTION

(Full Time Appointment)

Job Title: Director of IT
Reporting Line: Deputy Head (Bursar or Deputy Bursar in absence of Deputy Head)
Location: Hampton School

Hampton School

Hampton is one of the country's foremost independent schools for boys and for nearly 460 years, has been helping boys to fulfil their potential and realise their aspirations. We are delighted that our examination results and university entrance record consistently rank among the very best achieved anywhere.

Hampton is a lively, friendly and caring community, where innovative teaching is underpinned by strong shared values and complemented by truly outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The remarkable range of co-curricular activities on offer here provides each boy with the opportunity to shine and the means to explore new interests. Nearly all leavers go on to undergraduate courses at elite UK universities or medical schools. Around 30 Hampton boys gain places at Oxford and Cambridge each year; an increasing number go on to study at American Ivy League universities, often on academic and sporting scholarships.

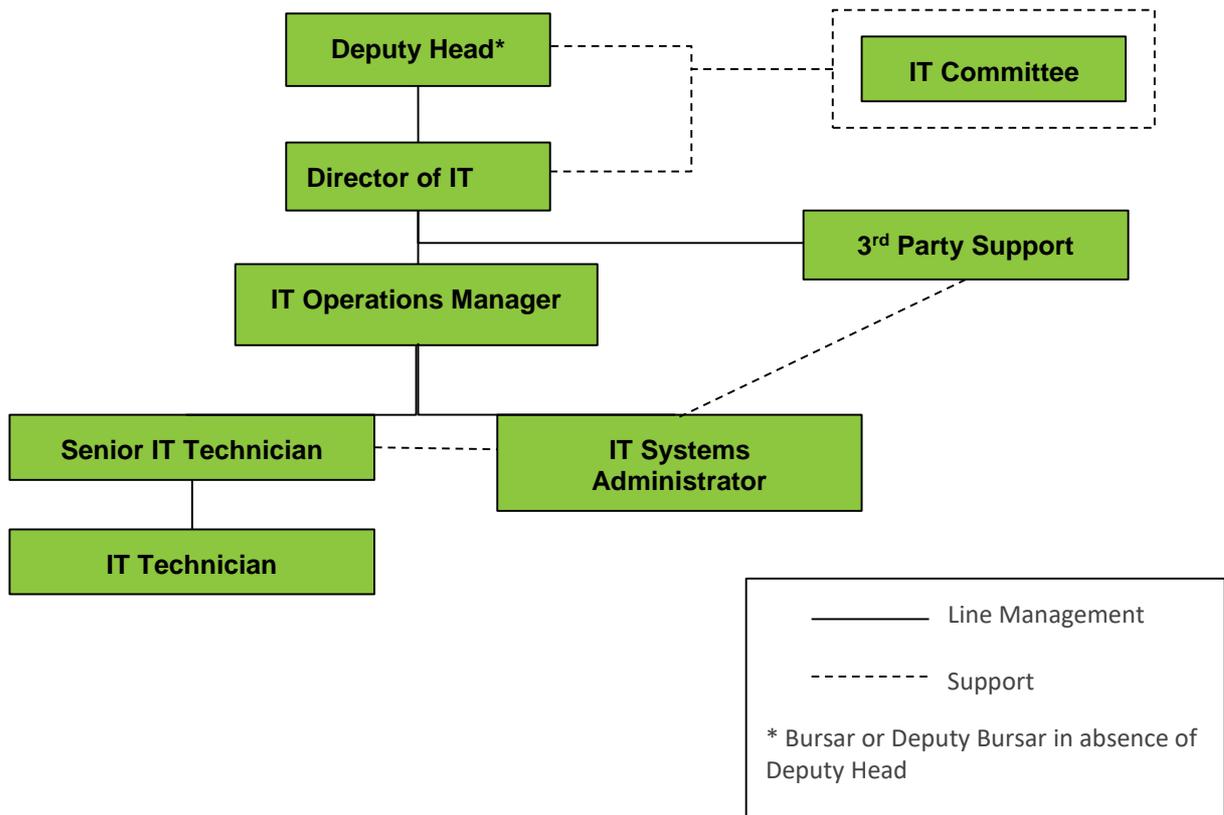
Situated on a greenfield site in a leafy suburb of South West London we are fortunate to have over 27 acres of playing fields within our spacious grounds and a continual investment programme ensures that our pupils enjoy the use of excellent facilities. These include a state-of-the-art all-weather 3G sports ground, a large sports hall and The Hammond Theatre, our exceptional library and specialist facilities for Art, Science, Technology, ICT and Languages and we are looking forward to the opening of our new Sixth Form Centre in 2018. The Millennium Boat House, shared with neighbouring Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our internationally renowned and highly successful Boat Club.

Our visitors from the Independent Schools Inspectorate (ISI) in March 2016 concluded that Hampton's academic and all-round excellence merited the rarely-awarded ISI assessment that pupils' achievements and learning are 'Exceptional'.

If you share our vision for supporting an inspiring, modern and exciting education, we invite you to apply to work at Hampton.

Structure

The IT structure will be:



Role Description

The IT Director has overall accountability for all IT services and systems provided across the Trust, ensuring appropriate service levels are maintained and that the systems are reliable. They are responsible for the management of the IT department and staff. The successful candidate will be the direct line manager of the IT Operations Manager. The candidate will be accountable for the allocation for IT service priorities including both day to day support and project work, whilst remaining as a point of escalation. The IT Director will be responsible for the management of all third party suppliers. They will be responsible for budget definition, management and purchasing in line with teaching and learning requirements and the Trust's IT strategy. The successful candidate will regularly engage with the senior leadership and users to support the ongoing development and delivery of the IT strategy. The IT Director will regularly engage with key stakeholders and users to determine their IT requirements. They will provide regular reports to the senior management team and external auditors, quality assure all aspects of the work carried out and act as a point of assurance across the Trust. The IT Director will also be subject to regular quality and performance audits by external consultants.

Previous Experience

The successful candidate will have at least ten years' experience of managing IT operations (services, systems and staff) across multiple sites, preferably within the education sector. They must also have experience with working with senior leaders, and a large number of users with varying needs. The successful candidate must have a good understanding of technology in order to confidently recommend suitable solutions and manage IT services.

Strategic Duties 40%

Responsible for:

- Working with the IT committee to support the successful delivery of the Trust's IT strategy.
- Working collaboratively with all users (approx. 2000) to understand their ongoing IT requirements, in order to support in the development of the IT strategy and ongoing IT operations planning and management.
- Regularly reviewing the changing needs of users to ensure all decisions are reviewed against the Trust's strategy, curriculum requirements, IT systems and services and refresh cycles. The key requirement being to determine the suitability of solutions from a technical and support perspective.
- Regularly visiting each school to carry out quality assurance of the IT service, and reporting findings or recommendations for improvements back to SMT.
- Continuously reviewing the IT service operations in order to ensure they are aligned to the school's strategic and users requirements.
- Providing regular updates (including monthly reports) to the SMT on the day-to-day IT operations and development work across the Trust, and acting as a point of assurance.
- Taking a leading role in all annual planning processes relating to IT, including the development and execution of individual work plans, ensuring structures are in place to provide on-going feedback.
- Assuring resource requests to ensure suitable solutions are installed.
- IT budget creation and management, ensuring internal procurement process is followed for all purchases, that relevant records are kept and reports can be issued to leadership as and when requested.

Management Duties 40%

Responsible for:

- The successful operations of all IT systems, services and staff across the Trust in line with quality expectations.
- Appropriately planning IT operations, including project work to ensure impact on users is clearly understood.
- Regularly providing communication to key stakeholders, including service upgrades and downtime (both expected and unplanned).
- Managing weekly IT service meetings in order to ensure all work is clearly understood / planned, risks identified and issues addressed.
- Ensuring the successful resolution for any escalated support requests.
- Developing IT policies, processes, and procedures to be used across the Trust.
- Developing, embedding and managing consistent methods of working practices including proactive IT support to ensure that a high quality, professional IT service is provided to all users.
- Managing and reviewing the operational and contractual relationship with third party suppliers.
- Managing out of hours support for scheduled and emergency scenarios.
- Quality assuring documentation on the systems and service is up to date, accurate and complete.

Project and Development Duties 20%

Responsible for:

- Identifying, scoping and assuring key projects as a result of user needs and the Trust's strategy, including budgets and management reporting.
- Managing the delivery of projects using appropriate project management methodologies.
- Driving personal continued professional development, in line with the Trust's CPD model and IT requirements.
- Creating and supporting the professional development of all staff in the IT services team in line with the Trust's strategy and requirements.

Experience and Knowledge

Experience with:

- Defining and managing a large scale IT service offering, in a multi-site environment.
- Scoping, assuring and managing IT systems and infrastructure.
- Managing and developing IT services / staff using relevant methodologies such as ITIL.
- Delivering a range of IT projects using methodologies such as Prince2 and MSP.
- Implementing best practice, standards and statutory requirements.

Skills and Aptitudes

Able to:

- Work with a range of stakeholders, including senior managers, to drive strategic change.
- Identify and meet the needs of all key stakeholders in order to deliver a high quality service.
- Balance and prioritise large quantities of concurrent deliverables.
- Provide direction and coaching to others to enable achievement of objectives.
- Assign work to others, supporting and empowering them while maintaining accountability.
- Discuss and explain technical issues to non-technical key stakeholders.
- Challenge technical recommendations
- Align technical solutions to strategic needs whilst identifying risks, issues and change management needs.
- Take a long-term view and develop successful strategies through effective planning.
- Learn new technologies outside of traditional practice, and make recommendations on how they should be incorporated based on the strategic requirements.
- Analyse issues, make informed judgments, take appropriate action and accept responsibility for results.

Training

To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities.

Salary

The remuneration package will be commensurate with the skills and experience of the successful candidate. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Hampton School – January 2017