



ST ALBANS
SCHOOL



Director of IT

THE SCHOOL

St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unremitting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and most distinctive features. The School's vision is *to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life*. Further information about the School's motto, ethos, aims, vision and values can be found [here](#).

The School has an excellent reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the five-year average of A Levels grades is A* 35%, A*-A 70% and A*-B 90%. At (I)GCSE the five-year grade average is 70% 9-8 grades and 87% 9-7 grades. Further information about examination results can be found [here](#).

However, the School sees examination results as means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure pupils are educated in the fullest sense so that they may be productive in their communities in the spirit of the School

motto (*non nobis nati* – born not for ourselves) and fulfil their potential. St Albans School pupils are holistic learners who take responsibility for their own education. We equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment, including in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with WiFi connectivity to smart boards in classrooms. Whilst teaching and learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The extensive co-curricular programme with over 200 clubs and activities plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with 16 local state-maintained schools.

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a

Direct Grant school, but is now fully independent. The present school roll is c.893 with a Sixth Form of about 320, and the teaching staff numbers some 110

Over the years, significant investments have been made in the School's facilities, including the development of extensive sports grounds, a Field Study Centre in the Brecon Beacons, and various campus upgrades like a new Music School and Science laboratories. Our Sports Centre is also fully equipped with a swimming pool, sports hall, fitness centre, dance studio and climbing wall, and we recently opened the £6.5m Corfield Building for Mathematics and CCF. There is a rolling programme of refurbishment: most recently, we refreshed the walls and floors of our Sports Grounds at Woollams.

At the last ISI Inspection in 2022 the School received the highest possible inspection grading with 'Excellent in all Areas'. The School also received a glowing review from The Good Schools Guide (February, 2024): *"A school that does exactly what it says on the tin – brilliantly. Academics are a given – it's the pastoral care, participative ethos and outstanding extracurricular offering that makes St Albans stand out."* A copy of the review can be found [here](#).

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



JOB DESCRIPTION

Purpose of Position

The St Albans School IT network supports the educational and informational requirements of the School. The systems are progressive by a cloud first approach partnering with leading providers to support cloud-based infrastructure and systems. The academic and support services are based on Microsoft 365 applications with the device asset base comprising of over 550, including PCs, laptops and iMacs, as well as an Aruba Wi-Fi network.

The role requires a technically adept leader with extensive experience in IT infrastructure, networking, cybersecurity, and systems management, capable of overseeing both digital and technical strategy and hands-on technical implementation. Experience of managing teams successfully is essential.

The following information constitutes the core of the role but is not a definitive list. The successful candidate will recognise that flexible working within both their own team and the wider School community is essential for success. This is a key leadership role within in the School at a time when technology plays an ever more important role in the daily lives of all members of the school community. A desire to deliver first class service, support, and leadership in the role is more important than any single bullet point below.

Desired Knowledge/Skills/Abilities

Qualifications:

- Degree in Information Technology, Computer Science, Systems Engineering, or a related technical field.

Certifications:

- Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA), or equivalent network/system certifications are highly desirable.
- PRINCE2 Practitioner or similar Project Management qualification preferred.

Technical Expertise:

- Extensive experience with network infrastructure management, including network design, implementation, and maintenance.
- Proven track record in cybersecurity and risk management, gaining and maintaining an industry framework standard.
- Deep knowledge of server management, Active Directory, Entra AD, Microsoft Intune and cloud-

based solutions like Microsoft 365 Applications in Education.

- Proficient understanding in virtualisation.
- Experience with management information systems (MIS) and reporting systems, ensuring data is available, secure, and used effectively to support the School's operations.

Skills & Experience:

- At least 5 years of IT management experience (within education is highly desirable).
- Understanding and experience of KCSIE and Safer Recruitment.
- Evidence of continued professional development.
- Experience of strategic IT planning, with the ability to establish credibility with senior managers and understand the School IT needs.
- Ability to diagnose, troubleshoot, and solve technical issues efficiently and accurately.
- Skilled at explaining complex technical information to non-technical stakeholders and providing clear technical guidance to the IT team.
- Proven ability to lead and develop a technically skilled team, set clear goals, and manage performance.
- Experience of IT asset management, procurement and budget management.
- Ability to motivate and empower colleagues.
- Strong interpersonal skills and the ability to communicate effectively.
- Resilient, self-reflective, and determined.
- Strong organisational and analytical skills.

General Responsibilities & Accountabilities

Network & Infrastructure Management: Oversee, configure, and manage the core IT network, including servers, cloud solutions, and internet connectivity to ensure maximum uptime, resilience, and speed. Coordinate with the Infrastructure Manager to maintain and upgrade network infrastructure, manage firewall configurations, and perform regular network health checks.

Cybersecurity: Develop and enforce a robust cybersecurity framework, including implementing managed detection and response (MDR) and intrusion detection/prevention systems. Ensure the Schools' systems are maintained and managed to NCSC best practices. Monitor for and mitigate threats, ensuring compliance with data protection standards and best practices.

System Architecture: Working with the schools trusted partners, design and implement IT architecture and roadmaps that align with both

current and future needs of the School. Work closely with the Infrastructure Manager to evaluate, procure, and deploy technical solutions that ensure network stability, scalability, and security.

Backup & Disaster Recovery: Develop and maintain a robust backup best practice and disaster recovery plans, ensuring that all critical systems and data are backed up and recovery processes are tested and validated regularly.

Server & Cloud Management: Manage on-premises and cloud-based servers, ensuring optimal performance, security, and scalability. Oversee Active Directory, Entra AD, and other core services, ensuring seamless integration and user access management.

Hardware & Software Oversight: Direct the Infrastructure Manager in hardware and software deployment, updates, and lifecycle management, including PCs, network equipment, and telephony systems.

MIS & Data Management: Support and optimise the School's MIS and associated systems, ensuring data integrity, security, and accessibility across departments, including finance and payroll systems.

Asset & Licensing Management: Maintain a central database of hardware and software assets, track license renewals, and ensure compliance with software licensing requirements.

Technical Strategy

IT Strategy Development: Collaborate with senior leadership to build and implement a strategic IT plan that leverages the latest technology to meet the School's operational and educational needs.

Emerging Technologies: Keep abreast of developments in IT to identify and recommend suitable new technologies, systems, or processes that enhance the School's technical capabilities.

Change Management: Design and implement structured change management processes for IT systems, ensuring that updates, upgrades, and migrations are meticulously planned and documented.

IT Strategy Group: Chair the termly IT Strategy Group meetings.

Team Management & Support

Leadership and Technical Oversight of IT Team:

Lead the Network Support Team, Infrastructure Manager, Print Services Manager and MIS/Data Manager to ensure effective and efficient support across all School IT systems and infrastructure. Maintain high service standards by establishing and monitoring Service Level Agreements (SLAs) to ensure

prompt issue resolution and optimal responsiveness in meeting user needs.

Customer Service & Service Excellence: Develop and implement a service excellence framework that prioritises customer service stratification and responsiveness ensuring that the IT team provides timely support in line with SLAs. Regularly evaluate service metrics and gather feedback to continuously improve the IT department's performance and responsiveness to both routine and critical incidents.

Training & Development: Arrange technical training sessions and workshops for IT staff, focusing on advanced troubleshooting, system administration, and cybersecurity best practices. Foster a culture of continuous learning to maintain high service standards and technical expertise within the team.

Performance Management: Conduct regular performance appraisals for IT team members, set technical and service-oriented goals, and assess skills to ensure alignment with the School's IT strategy and service delivery standards. Identify areas for improvement and provide resources to support professional growth and alignment with service goals.

Staff training: In collaboration with the Deputy Head - Academic and Deputy Head - Staff and the Data Protection Manager, identify and assess staff training needs for IT and Digital Learning resources, including essential areas such as data protection and cybersecurity. Develop, coordinate, and implement a comprehensive School-wide IT training plan, advising on suitable training programs and providers to ensure all users are well-supported and informed.

Compliance & Safeguarding

Data Protection Compliance: Implement and monitor compliance with data protection legislation, coordinating with the Bursar and other stakeholders to ensure data is securely managed and appropriately accessed.

Safeguarding: Collaborate with the Designated Safeguarding Lead (DSL) to monitor and report on internet and network usage, ensuring alignment with KCSIE guidance and the Schools' Safeguarding Policy and procedures.

Digital Learning

Strategic Development: Collaborate with the Deputy Head - Academic, Assistant Head - Data and Curriculum, and Director of Teaching and Learning to guide the strategic development of Digital Learning. Support the implementation and oversight of key initiatives, including:

- Developing and managing the Bring Your Own Device (BYOD) policy to ensure seamless integration and accessibility.
- Coordinating with platform and software providers to address issues, request feature enhancements, and ensure tools remain aligned with School requirements.
- Overseeing onboarding and induction processes for Digital Learning platforms, ensuring new staff and students are effectively trained and supported.

Best Practice & Innovation: Partner with the Digital Learning Technologist and Digital Learning Research and Development Coordinator to stay current with best practices and emerging trends. Regularly advise staff on innovations in Digital Learning to ensure that the School remains at the forefront of educational technology.

Training Coordination: Lead the coordination of Digital Learning-related training, working closely with the Digital Learning Technologist or other designated trainers to ensure that training meets strategic and operational goals.

System Integration: Ensure that Digital Learning systems and technologies integrate cohesively with the School's overall IT infrastructure, avoiding redundancy and aligning developments with the School's broader Teaching and Learning strategy.

Collaboration and Communication: Actively participate in termly Curriculum Committee meetings, Heads of Department meetings, and Digital Learning Team meetings to discuss and address IT-related issues in the curriculum.

Professional Development: Attend relevant external events and conferences to remain up-to-date with technology advancements. Provide briefings and recommendations to the Headmaster, through the Deputy Head - Academic, to help inform and shape the School's evolving Digital Learning strategy.

Effectiveness Evaluation: Regularly assess and report on the impact of digital strategies, providing feedback to the Headmaster, Deputy Head - Academic, and Bursar on progress, challenges, and successes to ensure that Digital Learning goals align with the School's vision.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



FURTHER INFORMATION

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Core working hours are 37.5 hours per week, Monday to Friday. Flexibility is required to meet the demands of the role, as are additional hours, including occasional evenings and weekends. The role is site based.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

In addition to life assurance of four times annual salary, support staff are auto enrolled into a contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 10%.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include a swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted by **6 December 2024** using the form available at

www.st-albans.herts.sch.uk/information/vacancies/.

A CV and a covering letter can be attached to this form. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.