

Head of IT and Data

The Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Haberdashers' Aske's School for Girls and The Haberdashers' Aske's Boys' School are two of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when our founder, Robert Aske, established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student. The Schools occupy traditional and purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within close reach of north London.

THE ROLE

We are seeking an experienced and qualified IT professional to lead the IT teams located in two of the UK's leading independent day schools, The Haberdashers' Aske's Boys' School and Haberdashers' Aske's School for Girls (the Schools). This is an exciting role providing a great opportunity for a driven, motivated and ambitious individual who has a genuine interest in education and wants to provide a best in class IT service for students and staff.

REPORTING LINES

The Head of IT and Data's (the H of ITD) prime responsibility will be managing the Schools' IT operations to support the delivery of the curriculum to over 2,500 students aged between 4 and 18 in two neighbouring schools and to the functioning of the operational support area.

Reporting to the Director of Finance & Resources you will be accountable to the Aske Board (Governing Body) through the Digital & IT Committee, which is chaired by a Governor, as well as to each Head.

GENERAL

The Head of ITD has day to day responsibility for the development and delivery of the IT infrastructure and management information systems to support the Schools in delivering an excellent education.

The Head of ITD will possess in-depth technical expertise and will provide strategic leadership, planning and management to all areas of IT. Key to success in this role will be active engagement and partnering with our Headteachers and their academic leadership, to ensure that the Elstree Campus has first-class, user-friendly, reliable IT provision at all times. The

Head of ITD will understand the impact and importance this has on the teaching and learning for our staff and students.

The role includes refining and implementing the agreed IT strategy for the academic and operational infrastructure, ensuring the Schools IT assets and systems are sustainable, reliable and cost-effective, and making sure the IT team deliver high levels of service at all times.

IT STRATEGY

Working with the Director of Finance & Resources and members of the Schools' senior leadership team, you will lead the implementation of the approved Schools-wide IT strategy, refining and adapting it as necessary to fulfil the overall vision and ongoing needs of the Schools. You will work closely with the Schools' Academic Deputy Heads to support the delivery of the teaching strategy.

You will be responsible for:

- implementing appropriate security systems to protect hardware, data and confidential information to meet the needs of the various groups of users;
- developing an asset plan for IT hardware and software taking into consideration the Schools' longer-term needs. This will include contributing to, and implementing, the agreed device strategy for students;
- implementing a high quality, network, systems and storage infrastructure that is unified across the Schools;
- implementing a cloud-focussed approach across the IT services of the Schools;
- implementing an IT service management system to improve service standards, including provision of a single IT helpdesk system spanning the Schools to aid resource management and to manage performance;
- implementing an effective, unified engagement and learning platform across the Schools to support students, staff and parents;
- ensuring that administrative data and information systems can be used effectively across the Schools by generating a coherent 'one version of the truth' that supports information sharing and decision making;
- a staffing strategy that meets the needs of the Schools, including insource/outsource decisions; and
- providing regular reports and briefing documents to various stakeholders, including the senior leadership teams, the Digital and IT committee, the Aske Board of Governors and as requested by the Director of Finance & Resources.

LEADERSHIP, MANAGEMENT AND TRAINING

In this role you will provide the leadership required to develop the IT service the Schools require, by:

- developing regular, concise and effective channels of communication with members of the senior leadership, academic and support teams to ensure they are kept well informed of developments;
- ensuring the Schools are at the forefront of technological thought and ideals that could enable the greatest enhancement of teaching and learning practices, operations and information access;
- leading, motivating and developing the Schools' IT teams, by:
 - actively supporting the professional development of each team member through rigorous performance management;
 - ensuring staff development reviews are undertaken and obtain commitment to the delivery of all agreed objectives; and
 - creating a positive and engaging team environment which is highly focussed on the needs of the school community and embraces technological change;
- ensuring training on the use of hardware and software within the Schools is offered to all staff to improve IT literacy and confidence in using IT systems; and
- supporting academic colleagues with the development and delivery of the schools' E-Learning strategy.

RISK MANAGEMENT, POLICIES AND PRACTICES

You will:

- further develop, monitor, review and implement best practice IT policies and processes that enable staff and students within the Schools to have confidence in, and make safe and effective use of the IT tools, technologies and services available to them;
- be responsible for ensuring the security of the Schools' IT infrastructure and that it meets the compliance of current data protection legislation. This will include backup plans and virus protection policies to minimise the impact on the IT service of any serious disaster;
- ensure that appropriate policies, procedures and systems are in place to support the safeguarding of students and staff using the Schools' internal systems and whilst accessing the internet; and
- ensure written documentation is created and maintained to include user and system manuals and all documentation relating to modifications and upgrades.

PROCUREMENT

You will develop, manage and monitor the IT budget to maximise investment spend and ensure financial targets are met.

You will:

- lead the procurement of IT hardware, software, services and telecom systems for the School being mindful of the needs of the School as a whole and the specific and individual requirements of each school;
- develop an environmentally friendly and cost-effective approach to print management across the Schools;
- develop a consistent approach to lease management; and
- deliver best value procurement, negotiating competitive terms.

PERSON SPECIFICATION

Qualifications

- you will hold a degree, with a relevant post graduate certificate in technology or strategy, with a genuine interest in education.

Experience

- you will have a strong understanding of running an IT function in a large academic, or complex, environment and the impact that this can have on daily operations, especially when going through change;
- you have experience of integrating organisations/departments into a coherent IT strategy and migration from legacy systems;
- you will need to be a broad IT generalist, but you will have an in-depth knowledge of at least security, network and systems administration, data management, cloud technologies and systems and software integration;
- you will have excellent project management capabilities with experience of multiple project delivery with significant budgetary control;

Skills

- you will have excellent interpersonal skills, being able to interact well with all levels of stakeholders. You can translate between the technical and the practical;
- you will be proactive and assertive, and able to deliver to deadlines across multiples projects;
- you will have excellent leadership, problem solving and decision-making skills;
- you will be keen to handle change while showing initiative and flexibility;
- you will be approachable and able to build strong interpersonal relationships with colleagues; and
- you will have a track record of leading, motivating and developing an IT team, and able to delegate effectively.

Training

All staff are required to attend the relevant INSET days throughout the academic year. Preparedness to undertake such training and professional development as required in order to stay abreast of legislation and developments relevant to the post.

Support Staff Benefits

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses
- Enrolment into the Schools' pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4x salary)
- Free lunches, other meals and refreshments
- Free parking on site
- Fee Remission
- Free coach travel on the service provided by the School (subject to availability)
- Tax free bicycles for work through the Cycle to Work Scheme
- Free use of the state-of-the-art sports centres, including fitness suite, swimming pool and squash courts
- Employee Assistance Programme