



BISHOP VESEY'S GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title:	Head of IT and Digital Services
Responsible to:	Director of Finance & Operations
Hours:	36.5 hours per week / Full Year
Contract:	Permanent
Grade:	NP05 spinal points 40-43

About the Role

Bishop Veseys Grammar School has reached a point where its IT and digital provision needs to do more than keep things running. The school has grown, the compliance landscape has grown with it, and the pace of change in education technology shows no sign of slowing. This role exists to get ahead of that.

The Head of IT and Digital Services will lead the school's digital function across three areas: building an operation that plans ahead rather than reacts; making sure every pound spent on technology and services actually delivers value; and giving the Headteacher and Governors clear, confident advice on digital direction, risk, and governance.

This is not a break-fix role. It is a leadership position for someone equally comfortable thinking three years ahead and rolling their sleeves up when the situation calls for it.

Key Responsibilities

- 1. Proactive Operations and Service Delivery**
 - a. Take ownership of IT support services across all Trust sites, establishing a structured, planned approach to maintenance, monitoring, and improvement in place of a reactive one
 - b. Manage day-to-day direction of IT support services, ensuring tasks are directed to the right team or supplier to maintain a reliable service across all schools
 - c. Monitor and maintain ICT systems, servers, and network equipment to ensure consistent availability for staff and pupils, finding and resolving issues before they affect schools

- d. Develop and maintain a rolling operational plan covering infrastructure health, scheduled maintenance, known risk areas, and planned improvements, reviewed each term
- e. Oversee major ICT projects including system updates, upgrades, migrations, and outages, planning carefully to minimise disruption to schools
- f. Maintain Microsoft 365 cloud-based email, servers, and storage
- g. Manage and deploy the agreed endpoint protection solution across all Trust devices
- h. Maintain the ICT asset register for each school and the Trust, conducting regular audits and sharing reports with the senior leadership team
- i. Ensure effective record keeping across software licensing and subscription management
- j. Oversee development and routine updating of Trust and academy websites
- k. Provide line management and leadership to the school IT team, coordinating support and ensuring the consistent and effective delivery of IT services across the school.

2. **Vendor and Contract Management**

- a. Take ownership of all technology supplier relationships and contracts across the school
- b. Review current spends against value delivered, identifying duplication, underperformance, or areas where the school could be getting better terms
- c. Lead contract negotiations and procurement, ensuring the school buys on its own terms rather than defaulting to whatever the supplier proposes
- d. Obtain competitive quotes for equipment and services and apply appropriate procurement standards throughout
- e. Present a clear picture of total school technology spend in a format that enables leadership to make well-informed decisions
- f. Establish a supplier performance framework with regular reviews and clear escalation routes where standards fall short •
- g. Ensure all procurement aligns with public sector and DfE expectations

3. **Digital Strategy, Governance, and Compliance**

The compliance obligations facing schools have grown considerably and continue to do so. DfE Digital Standards, data protection, cyber security, online safety, and the increasing presence of new technologies in classrooms and back-office operations all require someone who understands both the technical and governance dimensions, and who can translate that into clear, actionable advice for leaders and trustees.

- a. Develop and maintain the school's digital strategy, aligned to the School Development Plan and reviewed annually with the Headteacher.
- b. Own the school's compliance position against the DfE Digital and Technology Standards, keeping a current gap analysis and improvement plan in place

- c. Lead on data protection and information governance in partnership with the school's DPO, ensuring systems, processes, and staff practices remain compliant with GDPR
- d. Own the school's cyber security posture, covering policy, staff awareness, technical controls, incident response, and annual review, working towards and maintaining Cyber Essentials certification
- e. Maintain monitoring and filtering arrangements in line with the online safety statutory framework, keeping these current and effective, whilst working alongside Designated Safeguarding Leads
- f. Report to the Headteacher and Governors on a termly basis, covering digital risk, compliance status, and strategic progress in plain, accessible language
- g. Stay current on relevant developments and emerging technologies and bring well-considered recommendations to leadership
- h. Evaluate and advise on the responsible adoption of new technologies, including the growing use of tools built on artificial intelligence, ensuring the school has a documented position and appropriate governance in place before adoption rather than after
- i. Support school leaders and ICT co-ordinators in understanding their digital responsibilities and building confidence across the school
- j. Develop and deliver staff training and CPD on new systems, equipment, and digital practices
- k. Collaborate with Senior Leaders, educators and IT teaching providers to support the school's technology initiatives in leveraging technology to enhance teaching and learning and improve professional effectiveness in a range of school-based areas
- l. Act as the trusted point of contact for the Headteacher, Director of Finance and Operations, and governors on all digital matters

4. 30 / 60 / 90 Day Plan

Days 1 to 30 - Understand what's there

The first priority is building an accurate picture of the current position. Not what's on paper, but what is actually in place and how well it is working. Meet with the Headteacher, Director of Finance and Operations and IT Team. Audit the full technology estate covering devices, systems, network infrastructure, licensing, subscriptions, and contracts including all renewal dates. Review the school's compliance position against the DfE Digital Standards, GDPR obligations, and online safety requirements. Identify the highest-risk gaps and report back to the Director of Finance and Operations within 30 days with a clear, prioritised view.

Days 31 to 60 — Stabilise and take control

Address any immediate operational or compliance risks identified in the first month. Initiate a formal review of the managed service contract covering cost, scope, and performance against what the Trust is paying for. Put a structured monitoring and maintenance schedule in place across all sites. Draft the first version of the Trust's digital risk register and

begin developing a three-year digital plan for discussion with the Headteacher and Director of Finance and Operations.

Days 61 to 90 — Set direction

Present a digital strategy outline to the Headteacher and Governors covering investment priorities, compliance roadmap, and the school's approach to emerging technologies. Establish a quarterly reporting cycle for the leadership team and a termly structure for governors. Agree the framework by which the school will evaluate and adopt new technologies and set the baseline metrics by which digital performance will be measured going forward.

5. Safeguarding

Bishop Vesey's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check. In line with statutory guidance, online searches will also be conducted as part of the pre-employment due diligence process. All appointments are subject to the receipt of satisfactory references and verification of the candidate's right to work in the UK.

Person Specification

Category	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> A degree or equivalent is essential. 	<ul style="list-style-type: none"> A relevant professional qualification such as ITIL, BCS, CISMP, or Prince2 is desirable but not a requirement where experience can demonstrate equivalent capability.
Experience	<ul style="list-style-type: none"> A demonstrable track record of leading digital or technology functions in a multi-site or complex organisation Successful change management that has integrated digital technologies across an organisation Developing and delivering digital projects in an educational or business setting Managing third-party technology suppliers and 	<ul style="list-style-type: none"> Experience within an education setting, local authority, or other public sector education environment Experience advising on or governing the use of new and emerging technologies in an organisational setting Familiarity with DfE procurement frameworks and public sector buying standards

	<p>contracts, including negotiation and performance management</p> <ul style="list-style-type: none"> • Leading teams and developing people 	
Knowledge & Skills	<ul style="list-style-type: none"> • Strong working knowledge of UK education technology compliance, including the DfE Digital Standards, KCSIE online safety requirements, and monitoring and filtering obligations • Practical understanding of data protection, GDPR, and information governance in a school or public sector context • Working knowledge of cyber security frameworks, including NCSC Cyber Essentials • Understanding of Microsoft 365 administration, endpoint management, and network infrastructure • Ability to communicate clearly with non-technical leaders and trustees, both in writing and in person • High levels of personal and professional organisation, integrity, discretion, and confidentiality • Comfortable operating at both a strategic and operational level depending on what the situation requires 	
Professional & Personal Qualities	<ul style="list-style-type: none"> • Effective communication skills both written and verbal • Ability to communicate a vision and inspire others • Commitment to ensuring the best outcomes for all students Empathy and respect for children, parents, and their needs 	

	<ul style="list-style-type: none">• Approachable, committed, and resourceful• Able to manage stressful and challenging situations• Professional appearance and presentation• Prepared to work flexibly and adapt to changing needs• Fairness, empathy and listening skills Integrity, confidentiality, and discretion Tenacity and the ability to work effectively under pressure• Proven capacity to work innovatively and independently	
--	--	--

Signed by employee:

Signed by Headteacher:

Dated: